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ABSTRACT

This manual outlines objectives, functions, and methods for establishing national bibliographic control as part of the development of a worldwide system for the control and exchange of bibliographic information. Chapters cover: (1) definitions of bibliographic control and related concepts including Universal Bibliographic Control (UBC) and national imprints, collections, and authors; (2) the process of acquiring national publications by means of legal deposit; (3) issues related to producing a national bibliography, including its physical format, coverage, and record requirements, and the establishment of a cataloging-in-publication program; (4) the preparation of bibliographic records, with emphasis on types of cataloging rules, the use of headings and entry words, and subject classification; (5) participation in international numbering schemes, including the International Standard Book Number (ISBN), International Standard Serial Number (ISSN), and other international numbering systems; and (6) additional tools of bibliographic control, particularly union catalogs and national processing centers. Appendices present an outline of the objectives and functions of a national bibliographic agency within an international framework, and samples of related documents and national bibliographic records. Annotated bibliographic notes and a list of acronyms and abbreviations are also provided. (ESR)

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MANUAL ON BIBLIOGRAPHIC CONTROL

Compiled by the
IFLA International Office for UBC

General Information Programme and UNISIST
United Nations Educational,
Scientific and Cultural Organization

IR050433

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FOREWORD

In the past ten years, under the aegis of the Unesco General Information Programme and IFLA's programme of Universal Bibliographic Control (UBC), considerable attention has been paid worldwide to the improvement of national bibliographic control. This has been seen as essential to the development of the current programme of UBC which envisages the creation of a worldwide system for the control and exchange of information, with each country undertaking the responsibility of recording its own publications and hence making a national contribution to the system.

The basis of those national contributions has been established as that of equality, not of quantity, but of content and quality, and to ensure this equality, with its implications of compatible bibliographic records, considerable attention has also been paid to the preparation and publication of the required international bibliographic standards.

The achievement of national bibliographic control, with its major instrument the production of a national bibliography, requires a wide range of other instruments and procedures, some of which are best developed and designed by library planners and legislators. Others are projects and schemes which can be organized and undertaken by librarians and documentalists; or as co-operative ventures of librarians and publishers; or by specialist groups and committees set up by professional associations. Certainly, national bibliographic control is first and most directly the concern of the national library within a country (or that library organization which undertakes the role and functions of a national library). But the consequences of national bibliographic control affect all information organizations, and to something of the same extent, all working within the information community can be interested in and concerned to develop or improve the existing tools of national control.

In addition, in promoting national bibliographic control in an international context, Unesco, IFLA and other international organizations concerned with information transfer, have contributed much to the development of the necessary tools and required international bibliographic standards. Support has been provided by such organizations for a number of authoritative projects; funding has been given for seminars, workshops and congresses; and, as a consequence at the end of a decade of activity, a considerable number of the necessary manuals, guidelines and standards have been developed and published.

Examples of the meetings which have been significant in addressing some of the problems of national and regional bibliographic control and the complementary requirements for international standards have been:

1974 & 1978 Seminars on the establishment and improvement of national and regional bibliographies in the Caribbean, Jamaica, Guyana (sponsored by the International Development Research Centre, Ottawa);

1974 Symposium on Information Systems, Varna, Bulgaria (organized by the International Atomic Energy Agency and sponsored by the Food and Agriculture Organization and Unesco);

1975 Conference on Universal Bibliographic Control in South East Asia, Singapore (Regional meeting organized by the Library Association of Singapore and the Persatuan Perpustakaan Malaysia);

1976 IFLA Worldwide Seminar, Seoul, Korea (with its theme 'Use and control of Eastern publications by East and West');

1977 Unesco/IFLA International Congress on National Bibliographies, Paris;

1978 First Unesco Regional Seminar on Bibliographic Control in African Countries, Lagos, Nigeria;

1978 International Symposium on Bibliographic Exchange Formats, Taormina, Sicily (organized by the Unisist International Centre for Bibliographical Descriptions in co-operation with ICSU-AB, IFLA and ISO, and sponsored by Unesco);

1978 & 1979 Meetings on National and Regional Bibliography in the Pacific, Suva, Fiji (sponsored by IDRC and the University of the South Pacific);

1979 1981 & 1982 International Seminars on the Application of Standards in Information, Budapest, Hungary (organized by the National Technical Information Centre and Library and sponsored by Unesco);

1979 Second Unesco Regional Seminar on Bibliographic Control in African Countries, Dakar, Senegal;

1980 Meetings on Library Automation in Latin-America, Mexico City (sponsored by the Organization of American States);

1981 Third Unesco Regional Seminar on Bibliographic Control in African Countries, Banjul, The Gambia.(1)

As a result of the Unesco Regional Seminars in Africa, there has been the formation of the African Standing Conference on Bibliographic Control (ASCOBIC) with a newsletter, *Afribiblios*. ASCOBIC members have contributed to two IFLA projects addressed at particular aspects of national bibliographic control, resulting in manuals published by the IFLA International Office for UBC.(2) A further contribution from ASCOBIC has been the preparation by its Executive Secretary of a draft manual for bibliographic control in Africa.

In the course of the past ten years, at meetings and in the papers and publications resulting from the meetings, the objectives of national bibliographic control have been stated clearly and an organizational framework for its development has been established. The basis, functions and responsibilities of a national bibliographic agency have been accepted internationally. A number of manuals and guides relating to the improvement of national bibliographic control have been prepared and published, some arising from conference recommendations, others as a direct consequence of the search for international standards and bibliographic record compatibility. Among these publications are:

Guidelines for the national bibliographic agency and the national bibliography(3)

UNISIST guide to standards for information handling(4)

Standard practices in the preparation of bibliographic records(5)

Guidelines for legal deposit legislation(6)

Handbook for information systems and services(7)

Bibliographical services throughout the world 1970-74 (with *Supplements*)(8)

In addition, many of the international standards required for the exchange of compatible bibliographic records have not only been prepared, but have been accepted and published: for example, the wide range of International Standard Bibliographic Descriptions (ISBDs) which have been incorporated in the majority of national and multi-national cataloguing codes and which were recommended by the 1977 International Congress.

It is also relevant in a manual devoted to bibliographic control to note the second major programme of IFLA, that for Universal Availability of Publications (UAP). An International Congress on UAP sponsored by Unesco and IFLA took place in May 1982 in Paris, and the complementary relationship between the two programmes of UBC and UAP was reflected in the Congress Working Document, in the discussions and in the recommendations.(9) In some ways the UAP Congress can be seen as complementing, or following on from, the 1977 International Congress on National Bibliographies: the tools developed for national bibliographic control to advance the UBC programme serve also as instruments which support national availability and UAP.

As a result of the progress made, there is now available a considerable measure of documentation which outlines the objectives and requirements of national bibliographic control and the functions of a national bibliographic agency. Some of the documentation is very detailed and is addressed specifically at particular groups within the library and information community, at library planners, at those involved with national acquisitions policies, and those involved with processing technology, at library managers.

This *Manual on bibliographic control* is intended to be more general and more practical,. It expands on objectives and functions at a practical level, explains the 'why' and the 'how' of the various processes to be taken in advancing national bibliographic control. It is not intended as a cataloguing textbook (of which there are many) nor as a reference work on library management, but rather as an outline of how functions are related to purpose and of ways in which such functions can be set in motion. It is anticipated that this *Manual*, in providing the framework for establishing national bibliographic control, will have particular value in countries planning new library systems or improving existing systems; and will also suggest ways in which all working in the information community within a country can contribute in developing the necessary tools.

The various chapters in the *Manual* have been written making use of the publications listed above and other material specific to the subject matter of each chapter. These are listed in the Bibliography, p.56 which serves also as a source of additional literature and has been annotated accordingly. The *International framework for the national bibliographic agency*, agreed at the 1977 International Congress, is set out in Appendix A. In Appendix B are presented a variety of sample forms to illustrate the various activities described in the text. Some of the samples have been taken directly from national bibliographies: others have been provided through the courtesy of the Bibliographic Services Division, British Library, London, and the National Library of Canada, Ottawa.

London
January 1983

Dorothy Anderson
Director
IFLA International Office for UBC

1 Bibliographic Control

1.1 Bibliographic control defined and described

There have been many attempts at defining what is meant by 'bibliographic control'. Two definitions, although quite differently worded, show the intentions and also reveal the difficulties in trying to make a brief yet comprehensive statement to describe something which appears to be considered by all as a somewhat elusive goal:

> 'Bibliographic control is the development and maintenance of a system of adequate recording of all forms of material, published and unpublished, printed, audio-visual or otherwise, which add to the sum of human knowledge and information.'

and:

> '...the pattern of effective arrangements which results from the systematic listing of the records of human communication. Such listings are themselves called bibliographies and the art of making them is bibliography.'(10)

Included in both definitions are the two different aspects of bibliographic control which, in themselves, require separate description: on the one hand, there is the necessity to find out what makes up all forms of material which add to the sum of human knowledge; and on the other hand, trying to establish the most effective way of organizing such material in a systematic way.

Neither definition gives any indication of the objectives of bibliographic control or the rationale for trying to establish bibliographic control.

Over a long period the major concern of librarians and bibliographers was to look at bibliographic control on a worldwide scale, with the aim of finding a solution through the establishment of some world bibliographical centre. It was recognized, however, that a more realistic and practical approach was to develop bibliographic control at the national level. This change in emphasis was reflected at Unesco in a change of approach to projects relating to bibliographic control:

> '...it is unrealistic to think progress in bibliographic control at the international level can be achieved even if national conditions are ignored; for by its nature bibliography is a complex of many intricate and diverse parts, and when one part suffers, other parts also suffer.'(11)

Much of Unesco's work during the 1950s and 1960s was devoted to promoting national bibliographic control and since 1974 in supporting, in conjunction with IFLA, the current programme of Universal Bibliographic Control. This programme first promoted by IFLA was endorsed by Unesco in 1974 at the Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures.(12)

1.2 Universal Bibliographic Control (UBC)

The current programme of UBC differs from the earlier ideas of centralized world control in that the 'Universal' in the title has been seen as a progressive development through the strengthening of national bibliographic control and the development and use of international standards and other

normative tools. The programme is essentially practical with one aim to prevent duplication of efforts in cataloguing and bibliographic recording, and is based on two simple convictions:

- that each country is best qualified to identify and record the publications of its own authors; and
- that all countries are willing, in recording their national publications, to follow international bibliographic standards.

On this basis there is the practical possibility of developing the UBC system which

> '...presupposes the creation of a network made up of component national parts, each of which covers a wide range of publishing and library activities, all integrated at the international level to form the total system.'(13)

In developing the UBC system it is accepted that all countries have a contribution to make as the component parts of that system; and that although those contributions may vary in size, there can be no distinction in quality. It has followed naturally that if national bibliographic records are to be made in accordance with international standards so to ensure that equality, then one major thrust of the UBC programme must be in developing the required standards for those records.

The second major thrust in the programme has been to look at the needs of national bibliographic control in order to develop effectively the 'component national parts' which make up the UBC network.

1.3 National bibliographic control

In considering national bibliographic control in relation to UBC, there are essential requirements in developing the 'component national parts'. Within each country it is necessary to establish:

- the means of ensuring that it is possible to make the bibliographic record of each new publication as it is issued (i.e. by legal deposit or similar government regulation; or by voluntary agreement);
- the administrative machinery by which the bibliographic record can be made: that is, the establishment of an organization which will take on the role and functions of a national bibliographic agency and will:
  - prepare the authoritative and comprehensive bibliographic record for each new publication issued in the country in accordance with accepted international bibliographic standards;
  - publish those records with the shortest possible delay in a national bibliography which appears regularly.

The national bibliography, indeed, can be considered the major instrument in the improvement of national bibliographic control and in developing UBC.

It was natural then that in the early stages in developing the UBC programme special attention was paid to the national bibliography and to its overall improvement through the acceptance of international standards for its contents and its appearance in printed form: at the Unesco/IFLA International Congress

on National Bibliographies, Paris 1977, practical recommendations were made addressed at just such matters and these, in an expanded form, are set out in the *Guidelines for the national bibliographic agency and the national bibliography* (see also 3). The improvement of national bibliographic control also has its own special significance and value within each country:

- to discover, identify and record all the publications produced in a country, in order to:
  - build up the national library and archival collections;
  - satisfy the information demands of the nation by showing what is available as a prerequisite to planning for availability;
  - contribute to the development of an integrated library, documentation and archival infrastructure.

The requirements of national bibliographic control relate to two different kinds of concept and materials. On the one hand, there are the physical objects, the publications produced within a country, which need to be identified, retrieved, collected and preserved. On the other hand, there are the bibliographic records which identify and describe those publications. It is the latter aspect of bibliographic control which is the more difficult to maintain and which is vital for all access to information: publications by themselves are of little value to the information community without the records which tell of their existence and describe their contents. Moreover, the physical object, the publication, once it has reached the library collection is static and does not change its content (though its appearance may change, for example, by rebinding); but there can be many records for that publication, which may vary in form, content and descriptive detail. Hence, there is the emphasis, in developing national bibliographic control as with UBC, on the preparation and production of records in standardized form.

Improving national bibliographic control can, therefore, involve many organizations within a country which are concerned with publications, with their production, their availability, and their recording. Publishers and booksellers, libraries, professional associations, standards institutes, copyright agencies, all can contribute in promoting aspects of national bibliographic control. The range of activities concerned with such improvement is wide and the tools are many and varied. For example:

- drafting effective legal deposit regulations (the means by which national publications can be collected) (see 2);
- preparing national cataloguing rules (a necessary step in establishing compatible national bibliographic records (see 4);
- organizing national union catalogues (one means of identifying what is available within a country) (see 6);
- operating the national ISBN agency (a national and international tool for both publishers and libraries (see 5.1);
- analysing and identifying national name patterns as a step towards identifying and describing national authors (see 1.6.2);

Each country, in considering national requirements and national resources, can determine its own priorities.

1.4 The national imprint

The major objective of national bibliographic control then is considered to be the identification and record of all publications produced in a country: that is, the 'national imprint'. It is worth examining what is implied in the generalized terms of 'all publications' and then in respect of the scope of 'in the country'.

'Publications' is used here in the widest sense to cover all items in whatever form which have informational content and which are produced in multiple copies for distribution. 'National imprint', although generally defined as the products of the national publishing industry in a country, requires further examination and description.

First, as 'products' it can include not just the traditional printed text materials, such as books, serials, newspapers, and printed non-text materials, such as maps and music, but also a wide range of differently packaged materials in different physical forms covering what is generally called 'non-book materials' or 'audio-visual materials': examples are sound recordings, video tapes, learning kits, jigsaw puzzles, cassettes, globes, machine readable files. All come within the definition of publications given above and should be considered, therefore, as part of the national imprint. The bibliographic control of such materials is often haphazard because of inadequacy of deposit laws (see 2), the elusiveness of producers, and the inconsistency of terminology and the rapid development of new forms and new shapes of such materials.

The national imprint is therefore more complex than it appears from the definition. Apart from ensuring the inclusion of the wide range of different physical forms in which information is packaged and published, there are also problems relating to the more conventional printed text forms of publications. Examples are:

- official and semi-official documents produced by governmental departments, ministries, government research institutions, national organizations: there is the need to determine whether such materials can be considered 'published'; are they produced in multiple copies for public distribution (see 2.1) and therefore come within legal deposit regulations?

- specialized monographs and serials appearing only in microfiche editions; or in a combination of printed synopses and microfiche; or only on demand; are they included in legal deposit regulations?

- publications produced by minority ethnic groups within a country in languages and/or scripts which differ from the official or established language and script: for example, publications in Arabic produced in France, in Urdu produced in the United Kingdom, in Ukrainian produced in Canada;

- publications produced within a country in language and/or scripts which differ from the established language and script in order to satisfy the international publications market: for example, books in English printed and published in Japan, in the Netherlands, or in Hong Kong.

These and other problems relating to the publishing industry within a country, such as the prevalence of small publishers and the lack of an organized publishing association, require examination in each country when considering the scope of the national imprint and requirements of legal deposit (see 2.2).

The national imprint can be straightforward, publications appearing generally in one language and script and reflecting one literary and cultural publishing tradition. But in many countries it is likely to be more complex, a cumulation of varying forms of publications to reflect a varied multi-language multi-script social structure and intellectual output.

Even definition of the national imprint as 'the products of the national publishing industry' is not always straightforward, and some queries will only be solved by investigating the origins of a publication and deciding whether it is to be treated as part of the national imprint.

In some countries, for example, the national imprint cannot be identified clearly with a particular territorial or political region. Publications relate equally to cultural environments and language boundaries, and there can be problems in determining in which country a publication first appeared. Some publications can be subject to the deposit laws of several countries.

Taking note of the queries and problems noted above, it is suggested that the definition of national imprint clearly provides for the inclusion of:

- publications produced by minority ethnic groups within a country appearing in languages and/or scripts different from those in general use in the country;
- the official and semi-official publications produced by government ministries and departments and by official national councils, research institutes, etc.;
- printed non-text publications, such as maps, music, etc.;
- non-text publications: that is, non-book and/or audio-visual materials, such as films, cassettes, video-tapes, machine-readable files, etc.

1.5 The national collection

In the majority of countries the publications which make up the national imprint are, as a matter of government policy, collected by at least one major library which may be designated 'The National Library'. In most countries, moreover, national publications are recieved at that library, and possibly at others, by law, under stipulated terms of legal deposit (see 2.1). The publications thus received form part of the national collection, and will be catalogued as such at the national library (or other designated library).

The relationship of the national imprint to the national collection is therefore straightforward. But it must be noted that the two are not necessarily identical and that the national collection is likely to be very much larger than just the products of the country's publishing industry. In many countries it is considered the responsibility of the national library, in building up the national collection, to aim to be comprehensive in including:

- publications wherever published in the language of the country: for example, Hungarian language material is collected by the Hungarian national library;
- publications wherever published which relate by subject content to the country: e.g. accounts by travellers;
- publications by national authors wherever published and whatever the language, e.g. translations.

It is recognized, however, that no national collection can ever be totally complete on the basis of the three categories noted above; comprehensive coverage, particularly of the second category, is likely to be outside the resources of most national libraries.

On the other hand, the cumulation of the national imprint is an important contribution to the national collection as in time it becomes an archival collection reflecting a country's history and social development. There are advantages when all publications, however insignificant they may seem, are included in legal deposit stipulations and are preserved thereafter (see also 2).

1.6 National authors

As with the definition of the national imprint, trying to identify and determine exactly what constitutes a national author is more complicated than it seems.

1.6.1 National corporate bodies

First is the necessity to differentiate between personal authors - that is, people responsible for the intellectual content of publications - and national corporate bodies acting as authors. The second category is the more easily identified and defined: corporate bodies within a country which may undertake the responsibility for producing publications and hence may be considered as authors are likely to include:

Non-organ (of a territorial authority)	A corporate body that is created or controlled by a territorial authority, exercising educational, scientific, technical, cultural, medical, religious, social, commercial, or industrial functions. This includes schools, universities, libraries, theatres, museums, hospitals, churches, and banks, so created or controlled.
Organ (of a territorial authority)	A corporate body that is created or controlled by a territorial authority, exercising legislative, judicial, administrative, informational, military, or diplomatic functions. This includes parliaments, ministries, courts, information offices, units of the armed forces, and embassies.

The types of publications produced by such bodies as authors are many and varied. In many countries government publishing constitutes a major segment of the publishing industry, and as the scope of government activities has widened, the number of governmental bodies appearing as national authors has increased. In addition, in every country there are likely to be many other corporate bodies which may produce publications: commercial firms; research institutes; professional associations; conferences, etc.(14)

The forms of names of national corporate bodies for use in recording their publications, that is, how corporate bodies should appear in bibliographic records, is also a matter for determination at the national level.

International recommendations relating to those forms are set out in *Form and structure of corporate headings*(15); in addition uniform headings for ministerial bodies in a number of countries have been set out in *List of uniform headings for higher legislative and ministerial bodies*(16) and *African legislative and ministerial bodies*(17).

1.6.2 National personal authors

Trying to establish categories of national personal authors is more difficult. On the one hand, some personal authors have a worldwide reputation, with their works translated into many languages and published in many countries. It is easy to recognize such well known international authors as Shakespeare and Balzac, but among present day authors there are many whose literary reputation extends far beyond their original country of origin. On the other hand, there are many authors who move from one country to another as part of their professional career and it would be difficult to distinguish whether an author writing on technical or scientific matters and with publications appearing in the USA, in France and in Canada can be considered as a French author, a Canadian author or an American.

The national library or national bibliographic agency in trying to establish the categories to be identified as national authors and to be included in national authority files (see 4.2.3) cannot be expected to undertake research relating to birth certificates, or passports or nationalization papers. It is more appropriate to establish practical and reasonably easily available criteria: for example, whether the author has lived within the country for a set period which can have as its minimum one year or even six months.

The forms of names of national personal authors for use in recording their publications is also a matter for determination at the national level, and it is considered the responsibility of the national library or national bibliographic agency to establish the authoritative form of name of each national personal author, and to maintain an authority file of such names (see 4.2.1)

Determining such authoritative forms of names may also require the development of rules for personal names in the national context; this is indeed the case where patterns of name usage are fluid. In some countries library committees and working groups have co-operated in establishing rules for personal names for use in library catalogues, thus furthering the tools of national bibliographic control and assisting the establishment of coherent name usage.(18)

2 Acquiring national publications

In many countries the primary tool of national bibliographic control, that is, the means of establishing what has been published within a country, is the law of or regulations relating to legal deposit.

The majority of existing deposit laws not only stipulate the terms of deposit but also provide definitions of the kinds of publications which are to be deposited. However, many of these laws date back one, two, or even three centuries, and the stipulations may be no longer relevant to existing national library systems or may be inadequate in terminology or in providing for the inclusion of new forms of publications. It was for this reason that the 1977 International Congress on National Bibliographies made recommendations addressed specifically at the improvement of existing legislation at the national level, and, as an aid to ensuring some harmonization of new regulations and laws, Unesco was requested to provide guidelines. The consequent publication, *Guidelines for legal deposit legislation*,(19) provides detailed information on all aspects of deposit and includes a sample of legal deposit legislation; the summary given below has been prepared taking note of the *Guidelines*.

2.1 Legal deposit defined

Legal deposit may be defined as the requirement, enforceable by law, to deposit with one or more specified agencies (which are usually the national library and/or other libraries important because of their collections or location) copies of publications of all kinds produced within the country in any medium by any process for public distribution, lease or sale.

The publications of the national imprint (see 1.4) most widely identified for claim under legal deposit regulations are library materials - primarily books, periodicals, pamphlets, maps, music - and increasingly non-book materials (though not necessarily *not* library materials) such as sound recordings, film slides, multi-media kits. It should also be noted that the deposit laws are not necessarily limited to library materials; for example, in some countries coins, banknotes and postage stamps are included.

When new forms of publication are to be incorporated into the scope of the national imprint (see 1.4), there is often the need to amend existing laws or to draft new laws. As a first prerequisite in extending deposit laws to new forms of informational material as they appear, it is useful to establish from the beginning the comprehensive nature of the law. There are advantages in stating that the deposit laws are applicable in principle for any published object or sample of its culture which a country might wish to preserve.

In the context of legal deposit, 'published' should be understood in its broadest sense of 'offered to the public' or 'made available to the public' without regard to the means of transmission or of limitations of price, limited distribution, etc.

2.2 The objectives of legal deposit

The objectives of legal deposit have changed over the years and differ from country to country. Originally deposit laws were used as a form of censorship, to supervise the publishing activity within a country; and as a condition of obtaining a licence to print and of protection of author's rights by copyright. These purposes have largely disappeared.

A continuing objective, which dates back to the very first law of deposit, that in France in 1537, has been as the means of providing some libraries with the totality of the national imprint through the deposit copies.

The second major objective of the deposit laws - and this is an objective which has only been recognized in the last thirty years - is as an aid in the compilation and publication of the national bibliography. It has been accepted that the authoritative records of the country's imprint which make up the national bibliography are made after examination of the publications themselves and not from information taken from publishers' lists, advertisements, etc. (but see the exception noted at 3.5). Hence the requirement that the national bibliographic agency which prepares the records for the national bibliography has access quickly and easily to the physical items that make up the national imprint. The copies deposited under law provide just such a source.

Other objectives for legal deposit laws are noted in some national deposit laws: for example, as a means of collecting national publishing statistics; as a means not only to acquire books for the national collection but also to stock other libraries in the country (when the number of copies to be deposited is numerous); and even for the acquisition of foreign publications through the exchange of deposit copies.

It is suggested, therefore, as old laws of deposit are amended and new laws drafted, that each country should establish clearly its national objectives in maintaining legal deposit. It is suggested that for every law of deposit:

- first objective should be the accumulation and preservation of the national imprint;
- second objective should be the preparation and production of the national bibliography;
- other objectives, as noted above, to be included as determined;
- all the objectives as determined by clearly stated;
- a full explanation of the value of the objectives be included as inducement or justification of the requirement to deposit.

2.3 The content of deposit laws

Every deposit law is subject to change as circumstances change, and in the interest of flexibility and ease of imposition there are advantages if each law embodies the principles of deposit while the details relating to the carrying out of the law are consigned to regulations rather than law, and hence more easily changed. For example, at no stage is it possible to be comprehensive in listing and describing with appropriate and current terminology all the kinds of publication which may appear within a country and which therefore should be subject to the law. It is also essential that details about specific categories be noted and described; for example, distinctions between new editions, translations, different physical forms, hardback, paperback, microfiche, will all require detailed specifications.

The number of copies to be deposited varies greatly from country to country and to some extent reflects the differing objectives of the law and in other instances the geographical and legislative framework of a country. A reasonable minimum has been suggested of two copies, one for preservation, the other for use, with one of these copies used first for the preparation of the authoritative record for the national bibliography.

The time allowed for deposit varies in present laws from pre-publication to four months post-publication. There are considerable advantages in restricting the time limit both to meet the needs of users seeking new publications and to permit prompt listing in the national bibliography. It is, therefore, suggested that deposit laws require delivery of copies before release for distribution or sale.

Current legal deposit laws require delivery of copies by the publisher or printer, or both. In some instances responsibility is directed at authors, booksellers, importers. It should be noted that although laws of legal deposit extend only to individuals and corporate bodies within the jurisdiction of a country, this does not always or necessarily preclude the deposit of publications of other countries. In some instances national authors whose works are published outside their country (see 1.6.2), importers of foreign publications, and printers manufacturing for publishers outside the country can all be subject to the deposit law; for example, the Belgian law specifies that authors of Belgian nationality domiciled in Belgium must deposit copies of their publications produced outside of Belgium.

To ensure a comprehensive coverage there is the necessity to ensure that 'publisher' means anyone who undertakes to publish and this can include an author, association, or other individual or corporate body. Similarly, when the printer is designated as depositor, then all who print or otherwise multi-copy in whatever reprographic processes, come within the law.

It is recognized that deposit laws are not always strictly observed and that there are problems in enforcement. Occasionally there is deliberate resistance to the law, more often ignorance of the requirement to deposit. Legal action against defaulters is rarely taken, and such penalties as fines have proved ineffective. In more recent deposit laws a series of controls have been incorporated, most of which include various methods of numbering designed to reveal failure to deposit. Legal deposit registration numbers are required to be included in the publication in some countries. In others, such as Spain, the use of the International Standard Book Number (ISBN) (see 5.1) is compulsory and is linked to legal deposit.

The most positive long term approach is to make efforts through the national library system, and through the publishing industry to publicize the deposit law and its terms, to point out the value to the community and the advantages to the publisher. In countries where the national bibliography appears regularly and promptly and a CIP programme operates (see 3.5), the advantages to publishers of advance listing and free publicity are more easily apparent, and resistance to deposit if it existed has lessened.

2.4 The office of legal deposit

As noted above it is anticipated that one objective of the legal deposit is to provide the copy from which the authoritative records for the national bibliography can be prepared. In this respect there are advantages when the organization which produces the national bibliography, that is, the national bibliographic agency, is situated in close proximity to the national or a deposit library; and even in some instances there are additional advantages if the agency also maintains the office of legal deposit and is itself the depository.

The agency in such a case undertakes additional functions and may require additional resources. Some of the tasks that can be identified related to maintaining the legal deposit office are:

- visits to publishers and printers;
- examination of announcements and advertisements in national and local newspapers and periodicals;
- liaison with government departments and the government printing office;
- establishment of measures to enforce the law, e.g. as noted above, allocation of ISBN, ISSN (see 5.1, 5.2)
- establishment of an effective clerical routine of registration, receipts, checks, follow ups.

In countries where the provision of deposit law require a publication registration number (or the ISBN) the combination of the agency with the office of legal deposit seems particularly appropriate.

A sample of information about legal deposit which is made available to publishers is given in Appendix B, 1.

2.5 Amending deposit laws

As already noted the deposit laws in many countries have a long history, created in a publishing and social environment very different from that of today and for very different purposes. For these reasons many of the existing legal deposit stipulations are ineffective and inappropriate in coping with today's publications and today's information needs. When the deposit stipulations are actually imbedded in legislation as part of the legal framework of the country - and that is the case for the majority of countries - then amendments can only be made by new legislation which may be a long drawn out process involving legislators, civil servants and members of parliament. It is not a process which librarians and library users, the two groups most interested, can carry out by themselves. On the other hand, librarians, publishers, library and publishing associations can be active in bringing to the attention of government the need for new laws and can also assist greatly in the introduction of new laws by preparing proposals for the new laws or the amendments, drafting possible texts, and ensuring a hospitable environment for their acceptance. The 1977 International Congress, in considering the problems of legal deposit, acknowledged the distinction noted here and addressed the relevant recommendations to 'Member States' requesting that:

> '1 Member States should examine existing deposit legislation and consider their provisions in relation to present and future requirements in order to develop and maintain national bibliographic control; and, where necessary, existing legislation should be revised;
>
> 2 Member States currently without legal deposit should examine the possibilities of its introduction as a means of strengthening national bibliographic control.'(20)

For countries where no deposit laws have existed the problems in introducing such laws may be more acute. Proposals are likely to be met by the argument that libraries and publishers in the country have managed very well without

legal deposit; and that there is already too much legislation. It is worth noting the experience of the Netherlands where there has been no legal deposit and where the national bibliography has been produced by a commercial publisher. In 1974 a commission was set up to study the need for a national bibliographic agency which among its tasks would produce the national bibliography; as part of the study were proposals for introducing legal deposit. Since 1974 the deposit of Dutch publications has been made on a voluntary basis at the Royal Library (the national library), and the detailed proposals for deposit law have been formulated and forwarded to the appropriate ministry for the necessary legislative procedures to follow.(21)

In the Netherlands the goodwill between publishers and libraries and a tradition of co-operation have diminished the awkwardness of the long delay in legal processes. Other countries may not necessarily experience delays in amending existing laws or even in introducing new laws, but it should be recognized that legal procedures take time.

The statement made above in 2.1 is, therefore, reiterated the advantages in drafting legal deposit which is comprehensive rather than specific and which states clearly the objectives with reference to the preparation of the national bibliography.

3 Producing the national bibliography

3.1 The national bibliography defined and described

The national bibliography can be defined as the cumulation of the authoritative and comprehensive records of the national imprint of a country, published in printed form (and/or produced in other physical forms, such as catalogue cards, machine-readable tapes) regularly, and with the least possible delay.

By *authoritative*, it is implied that the records have been made by a responsible organization within a country, taking account of all possible national sources relating to authorship, publishing background, production date, etc. (see 3.4). The organization is referred to throughout this *Manual* under the general name of 'national bibliography agency'.

By *comprehensive*, it is implied that the record of each publication includes the maximum of information details about that publication which can be required in a wide range of bibliographic activities (see 3.4).

The production of the national bibliography can also be a stipulation written into national deposit laws. Although, as noted in 2.2, this is a relatively new objective of legal deposit, national bibliographies have been produced in some countries over a considerable period: for example, more than one hundred years in Belgium and the Nordic countries.

It is recognized that national bibliographies vary greatly in size and contents, according to the size, resources, cultural and linguistic backgrounds of countries. Different interpretations of national imprint (see 1.4), different decisions on coverage (see 3.3), make also for varying contents. On the other hand, the purposes of national bibliographies, and the uses to which they are put, are the same, whatever their size and their contents, and in whatever physical form they appear. Some of the uses are immediate and direct; others long-term and indirect.

The national bibliography, as soon as it is published, functions as a practical information tool. Its records provide all the information required for:

- selection and acquisition (e.g. name of publisher, price, indication of subject content, extent of publication, etc.);
- identification and reference (e.g. authorship, bibliographic history, etc.).

The largest proportion of users of the national bibliography for these purposes are booksellers, librarians, and others working in the information field.

The records of the national bibliography also serve as model catalogue entries, and as such can be copied by libraries and other information organizations; or, when provided in the form of catalogue cards (see 3.2.2) can be used directly in library catalogues.

Long term, the national bibliography serves as the retrospective bibliography of the national imprint, and as such has historical and archival importance, reflecting the changing pattern of a country's social, literary and economic growth. It becomes a fundamental reference source for all interested in aspects of a country's growth and development.

The national bibliography can also serve additional if less obvious purposes by providing information to ministries, government planners, official organizations. Examination of its records can:

- give the statistical account of a country's publishing output; and reflect the success or failure of national deposit laws (see 2.2);
- provide evidence of the impact of government policies in relation to education, language, economic programmes, etc.;
- reveal the extent of a country's self sufficiency in producing the publications it requires; that is, show where and to what extent national publication programmes should be developed if the import of publications is to be restricted.

As noted above, national bibliographies vary greatly in size and contents. There are, however, aspects of every printed national bibliography which are the same, and, in the context of UBC, there are other aspects which require international standardization. It was with these two aims in view, to identify similarities and to suggest standard practices, that the International Congress on National Bibliographies was organized by Unesco and IFLA. Its objectives were:

- to reach agreement on minimum standards and/or acceptable practices for the coverage, content and form of national bibliographic records taking into account the requirements for their international exchange;
- to reach agreement on acceptable guidelines for the presentation, arrangement and frequency of the printed national bibliography;
- to discuss and make proposals for the sharing of resources to assist countries to achieve national bibliographic control, using manual or computerized methods of producing national bibliographies.

One result of the Congress was a set of recommendations, some of which were very specific relating to the layout and content of the printed national bibliography; others were more wide-ranging and long term such as that on legal deposit already noted in 2. The Congress also approved an international framework for the national bibliographic agency, that is, the organization which takes responsibility for producing the national bibliography. Consequent upon the Congress, Unesco published *Guidelines for the national bibliographic agency and the national bibliography* which includes the Congress recommendations and the international framework.(22)

The summary provided here of the objectives and functions of the national bibliography is based on the *Guidelines*, and the international framework is set out in Appendix A, p.68.

3.2 Physical forms of the national bibliography

3.2.1 In printed form

All existing national bibliographies, however large or small the publishing output they are recording, are produced as printed issues. Some also appear in other forms; for example, as catalogue cards (see 3.2.2). In the future, it is possible that machine-readable tapes will best serve the purposes of international selection and acquisition (see 3.2.3).

It is likely that printed issues will have continuing advantages for many years: there is the universality of the medium (paper), the convenience of

handling and carrying the printed issues; and the fact that no special equipment is required for their use.

For libraries which subscribe to national bibliographies from many countries for the purposes of selection and acquisition, there may be advantages in acquiring microform editions of the printed issues: the disadvantages of portability and readability may be outweighed by the advantages of reduced subscriptions and storage charges, the speedy preparation of cumulations, the smaller size and hence reduced postal charges.

The *frequency* of the printed issues of each national bibliography depends upon the size of the national imprint and the professional and technical resources available to prepare the records and produce the printed bibliography.

It is apparent that weekly or monthly issues are irrelevant for small countries with a limited publishing output and limited resources, but it would be useful if every national bibliography appeared in printed form at least quarterly, with issues cumulated to appear in a more substantial annual volume. The International Congress made this recommendation, recognizing that some quarterly cumulations would be small, but emphasising the advantages of frequency and regularity (Recommendation 8).

In taking account of the universal use of the printed national bibliography, it is apparent that there are great advantages in establishing some international uniformity in the *physical presentation and editorial layout* of printed issues - whether those printed issues are typed and duplicated, are printed letter press, or are the products of computer print out.

The International Congress, in considering the above as one of its objectives, made the following recommendations with regard to the appearance and arrangement of printed issues:

- the use of an international paper size (preferably A4);
- layout and typography of cover and titlepage to be clear and unambiguous;
- information to be included on verso of titlepage:
  copyright information;
  cataloguing-in-publication entry;
  details of availability, price, etc.;
  details of printing;
- an introduction with notes on coverage, arrangement, etc.;
- main body of text, preferably in a classified order;
- indices.

It is accepted practice that each record appearing in the national bibliography has its own identifying number, and more usually these *national bibliography numbers* are in running order in relation to the appearance of the record in the printed issues. Such national bibliography numbers are used both nationally and internationally, to identify a particular record, as an acquisition tool in ordering a particular publication; and more especially, when the national bibliographic agency also provides a card catalogue service, for ordering the card (see 3.2.2).

National bibliography numbers are usually made up of three parts: the first, letters identifying the agency (and the ISO country code (see 5.4) can usefully be employed here); the second, numbers representing the year of issue; and thirdly, the running number of the record within the national bibliography printed issue. For example, TT76-541 represents item no. 541 in the 1976 issue of the national bibliography of Trinidad and Tobago.

Among existing printed national bibliographies there have been differences in *arrangement* of the records, the majority following a classified subject arrangement, but others using an alphabetical author and title sequence. The Scandanavian countries, for example, use an alphabetical main sequence with an index in classified order.

For use of the national bibliography as a selection and acquisition tool, and especially for international use, there are apparent advantages in an order which gives some indication of subject content, even when the subject divisions are general terms such as 'medicine', 'economics'; or the broad divisions of the Dewey Decimal Classification; or the Unesco classified headings.

The International Congress, in considering the advantages of the various arrangements, recommended that the current issues of the printed national bibliography be arranged in accordance with a stated internationally-used classification scheme; and that the arrangement of cumulations should be decided at the discretion of the national bibliographic agency (Recommendation 11) (see also 4.4).

Arrangement within the classified sequence (when more than one record appears at one classification number) is usually made in alphabetical order of author or title.

For countries where the national imprint includes publications in a number of languages and/or scripts, the national bibliography can be arranged either in one sequence (preferably in a classified order) with the integration of all languages and scripts; or in separate sequences for different languages and scripts. The decisions on arrangement are likely to be made taking account of official government policy with regard to languages; on the comparative quantity of the records in the various languages; on the resources of the agency; and the known habits of the users of the national bibliography: that is, whether readers within the country are expected to know more than one language and/or script.

In many national bibliographies with a small proportion of records in scripts different from the original language and/or script of the country, the practice in recording such publications is transliteration or romanization. In the British national bibliography, for example, Hindi and Ukranian records appear in romanized form. This may be considered as an interim measure, but it has the advantage of allowing for one sequence in one script.

The production of different sequences or sections or issues of the printed national bibliography for different categories of publications is also related to the quantity of the national imprint. The printed issues of a national bibliography representing a small publishing output would be unnecessarily fragmented if divided into separate sequences for maps, printed music, monographs and serials.

There are, however, considerable advantages for the user to have separate sections devoted to special categories of materials, and it is a practice followed by many national bibliographies; for example, Bulgaria, Australia, France, Poland all produce separate issues for different kinds of publications.

In some countries which operate Cataloguing-in-Publication (CIP) programmes abbreviated CIP records can appear in printed issues of the national bibliography (see 3.5).

3.2.2 As catalogue cards

For many years the records of some countries as well as appearing in printed issues of the national bibliography have also been available individually as catalogue cards.

The ordering of such cards by libraries has been a simple process ancillary to that of selecting publications from the printed issues: the card is ordered by national bibliography number at the same time as the publication is ordered from publisher or bookseller; and hopefully the two arrive together and can be matched. Problems in matching and waiting arise as the distances from the library and the publisher or bookseller increase; for example, libraries in Nigeria buying American books and ordering Library of Congress cards.

With the introduction of mechanization techniques in libraries, the future of card catalogues is at present under examination; in many libraries card catalogues are closing. Consequently sales of cards have dropped as other services have been offered: this is particularly the case where the national bibliography is available in machine readable form. On the other hand, mechanization of the national bibliography does not necessarily mean the end of the production of cards from national bibliographic records.

Card catalogues are likely to remain in use in many countries and in many libraries, and the advantages of the printed cards produced from the records of the national bibliography are apparent: as a service in supplying cataloguing where original cataloguing cannot be undertaken; in preventing duplication of the cataloguing processes; and in ensuring uniformity in national cataloguing practices.

The British Library is one organization which continues to provide catalogue cards of the standard 5in x 3in size for each item recorded in the weekly issue of the *British national bibliography*, making use of the latest technique of a laser for printing. The demand for the cards is not as great as it once was when five million cards a year were despatched, but even so some three quarters of a million are supplied on demand each year.(23) Subscribers are now generally:

- smaller libraries, overseas libraries, and booksellers requiring cards for relatively small numbers of items in the *British national bibliography*;
- organizations which make use of catalogue cards for stock-keeping purposes;
- booksellers which provide a special service to library customers by supplying cards with the books;
- organizations with card catalogues and requiring high quality printed cards.

A sample of a British Library card is given in Appendix B, 2.

3.2.3 As machine-readable records

The national bibliography in machine-readable form offers new ways for the recording of information, new services for users of the national bibliography and new possibilities for international exchange.

Internationally a number of national bibliographic agencies are already exchanging their national bibliographies in the form of machine readable tapes. Looking to the future, there is the possibility of the national bibliographic agency within its own country providing a wider range of records from many sources with many additional services.

From the beginning as national mechanization systems have been planned, there has been recognition of the need for international standards in developing national formats. The majority of the national processing formats of the MARC family (such as those of Library of Congress (LC/MARC), Latin America (MARCAL), Denmark (danMARC), etc.) have as their basis the international standard record structure, ISO 2709, and are seeking to utilize other accepted international standards in character sets, coding, etc.

The international exchange formats which have more recently been developed to act as the overall structure for the international exchange of records, such as UNIMARC,(24) also make use of the same international standards. Looking to the future, there is the possibility and the need to develop an international exchange format which would encompass the requirements of national libraries and information services. It was this prospect which was at the basis of the development by a Unesco Ad Hoc Group of a Common Communication Format.(25) Once this is developed the opportunities and the services which will be available for national bibliographic records will increase and the range of services provided by agencies to library users will be extended even further.

3.3 The national bibliography: recording the national imprint

It is accepted that not every publication which is part of the national imprint (see 1.4) will be recorded in the national bibliography; nor necessarily every publication received under legal deposit stipulations.

The decision as to what is to be included in the national bibliography rests with each country: whether the coverage is to be as comprehensive as possible, in relation to deposit laws; or whether there is to be a selection of categories of materials in accordance with an agreed policy and taking account of the country's particular needs and resources.

3.3.1 Selection or comprehensive coverage

As already noted in 1.4 the national imprint does not always relate to geographic and political boundaries, and there can be problems for some publications in determining in which country they appeared first. Many German, French and English language publications are the products of multi-national publishing companies with offices in several countries, with a variety of addresses appearing on the titlepages of their publications, and subject to different deposit laws. Co-operation among national bibliographic agencies is essential to determine the limits of the national imprint and decide in which national bibliography the authoritative record should appear.

Basic to the decision of comprehensive coverage or selection is the question of the size of the national imprint. It is recognized that the publishing output of some countries is too large to contemplate the inclusion of a comprehensive bibliographic record for every pamphlet, every small society's newsletter, etc. However, the smaller the quantity of the annual publishing output, the more important it seems that the coverage in the national bibliography be as comprehensive as possible in relation to deposit stipulations. For example, the four English-speaking territories of the Caribbean, in reaching decisions with regard to the coverage of their national bibliographies in 1974, agreed that there should be no exclusions: materials from one page upwards should be included .(26)

Certainly, in considering the use of the national bibliography as an historical resource tool, its value for future generations will be enhanced by as complete a coverage as possible.

Other criteria are taken into consideration by national bibliographic agencies in determining the selection of publications to be recorded in the national bibliography. Several criteria of selection relate to the physical properties of the publication: for example, the way in which it has been reproduced (photocopied publications may be excluded); how many copies have been produced (if the number is limited to 50 or 100, the publications may be excluded because it has not been available for public distribution); whether the publication is available generally or only for limited distribution (for example, to members of a society); the nature of its contents (pornography, knitting patterns may be excluded); and to its size. The last criteria appears to be the most common: a number of national bibliographies exclude publications with a very small number of pages.

3.3.2 Coverage of different categories of publications

The inclusion of different categories of publications in the national bibliography is in many instances dependent on resources within a country, and its legal deposit stipulations (see 2).

The International Congress, in discussing the coverage of materials in the national bibliography, recommended as a minimum the inclusion of records for monographs and first issues and title changes of serials, including official publications, and that other categories of materials be included as rapidly as possible to meet the requirements of the national library community (Recommendation 5).

It is worth noting that some national bibliographies already include a wide range of categories of materials; for example, articles from journals; audio-visual materials: films; government publications; maps; microforms; newspapers; posters; printed music; prints; recorded music; research reports; standards; theses; timetables; trade literature; works in Braille.

3.3.3 Coverage outside the national imprint

The national bibliography can, as a matter of policy, include not only the records of the national imprint but also certain other categories of material. These generally relate specifically to the country and can be considered part of the national collection, that is, all publications relating to aspects of the country's cultural, historical, geographical and linguistic environment (see 1.5).

Some of the publications of the national collection which may be recorded in the national bibliography are:

- publications of the work of national authors which have been published in other countries. This category may be considered particularly important for some small countries whose national authors have won international reputations and whose works have world wide sales; for example, some Caribbean authors;
- publications and journal articles whose subject content relates to the country of the national bibliography;
- publications in the language(s) of the country published elsewhere. The national bibliography of the Federal Republic of Germany, for example, aims to include the records of German language publications taken from other national bibliographies, such as the Austrian; and the Hungarian national bibliography produces one section devoted to Hungarica published outside the country.

In some instances, usually for reasons of historical background or tradition, a national bibliography may continue to include publications of another country once linked through politics, history or language. The French national bibliography, for example, includes the publications of some countries now independent, but once part of the French colonial empire, such as Chad, as an interim measure until that country can produce its own bibliography.

The inclusion in national bibliographies of records of publications not part of the national imprint will mean the appearance of records of some publications in one or more national bibliographies; in one as part of the national imprint, and therefore the authoritative record; and in others, because of the significance of subject content, language, authorship , etc. In order to make this difference quite clear to users of the national bibliography, it is important that records for publications not of the national imprint are marked in some distinctive manner (for example, coded in a machine-readable record; marked with an asterisk in the printed issues).

It is also important that the basis of the policy for inclusion in the national bibliography is known to its users, and it was a Congress recommendation that a statement of inclusion and exclusion in printed form should be available for users and that in the issues of the printed national bibliography such a statement appears in the introduction (Recommendation 10).

3.4 The national bibliography: authoritative and comprehensive records

In order to achieve the objectives of national bibliographic control, it is essential that the records of the national imprint which appear in the national bibliography be as comprehensive and authoritative as possible.

By *comprehensive* is meant a record which includes all the information relating to a wide range of bibliographic activities; for example, each record will include information making it possible;

- to identify the actual physical copy or copies (ISBN, ISSN, see 5);
- to relate the publication to other publications of the same work, earlier editions, translations, etc.

By *authoritative* is meant that in making the record every care has been taken to establish the correct catalogue form of the author's name in relation to national catalogue rules and national name practices; to relate the work contained in the publication to other editions of the work; to establish in cases of doubt the correct dating of the publication.

In addition, it is anticipated that the records in the national bibliography will include information relating to the subject content of the publications. This will appear in the form of classification symbols from a standard classification scheme or subject headings indicating the scope of the subject matter.

The layout of each record in the national bibliography - in the printed issues and the catalogue cards - should be clear, so that each element and each segment of information are easily identified. See samples in Appendix B, 3 from the national bibliographies of Fiji, Iceland, Malaysia, Nigeria, Papua New Guinea, Singapore and CARICOM regional bibliography.

It is emphasised that the full and authoritative records in the national bibliography are required immediately for national and international use for selection and acquisition purposes; and serve ultimately as an historical record. It is anticipated that not all libraries in using the records for their own purposes (as catalogue copy, for example) will require such complete records, but can select elements of the full record (that is, make shorter records) to suit the needs of their users or in the context of a particular collection.

It should also be noted that some less than comprehensive records can appear in the national bibliography when:

- CIP abbreviated records are included (see 3.5);
- because of limitation of resources brief records only are prepared for certain categories of material: for example, for pamphlets, theses in microform.

3.5 The national bibliography and Cataloguing-in-Publication (CIP) programmes

The original and first purpose of CIP is to provide cataloguing information to publishers in advance of publication in order that the information in the form of a brief catalogue record can be printed in the publication to which it belongs. In this way, the publication and its cataloguing entry are available simultaneously to libraries, booksellers, bibliographers. It is apparent from this description that CIP was planned as an aid to libraries, to hasten the processes of cataloguing by providing what could be called the 'self-cataloguing' book.

As noted in 3.1, a major use of the current issues of the national bibliography is as a selection and acquisition tool for both the national and international library and information communities; for this purpose the quicker the record appears in the national bibliography, the better for both purchaser and publisher. Hence, in recent years, the development of Cataloguing-in-Publication programmes as co-operative schemes between publishers and national bibliographic agencies whereby bibliographic information about new publications is supplied by the publisher to the agency in advance of publication; from that information the brief catalogue record is prepared to appear not only printed in the publication itself but also in early issues of the national bibliography.

CIP programmes have been set up in a number of countries since the beginning of the 1970s; for example, in Australia, Brazil, Canada, Colombia, Federal Republic of Germany, Malaysia, Netherlands, United Kingdom, United States. Some of the programmes operate as a straightforward co-operative scheme between publishers and the national bibliographic agency; others have been organized in a more decentralized manner, as in Canada, with a number of libraries liaising with publishers; and in at least one country, Brazil, the CIP programme operates through a separate organization which is supported by publishers but is independent of the national bibliographic agency.

In the past decade the major bibliographic and technological developments which have affected the library and information community have expanded the role of CIP and increased its value to librarians and more especially to publishers. A CIP record can now be found in three different forms: these are the printed entry in the publication; the record which appears in the printed issues of the national bibliography; and in some CIP operations the record appearing in the machine readable issues of the national bibliography (the MARC tapes). CIP programmes have thus assumed a particular importance for librarians engaged in selection and acquisition, for publishers wishing to make their forthcoming publications better known, and for booksellers. Publishers now see their participation in CIP programmes as more than that of providers of information and have expressed an interest in procedures which will enhance CIP as an encouragement to selection and acquisition, that is, as a means of promoting sales.

3.5.1 International CIP Meeting, Ottawa, August 1982: purpose and recommendations

At the 1977 International Congress some consideration was given to CIP and a recommendation was also put forward that CIP should be considered by intergovernmental and international organizations as one possible and practical way of improving the bibliographic control of their publications. It was also noted that there were divergences among existing CIP operations leading to differing CIP records. It was in order to examine the expansion of CIP programmes and to try and ensure further standardization of procedures that an International CIP Meeting organized by IFLA in association with Unesco was held in Ottawa in August 1982. To a large extent the Meeting can be considered as a sub-set of the 1977 Congress, but it differed from that Congress in that it was a relatively small meeting and the participants included librarians involved in CIP programmes and also publishers and others members of the book trade. The Meeting examined and reviewed current CIP operations, considered its wider adoption and expansion, possible adjustments in procedures and other ways by which CIP programmes can better reflect the international implications of publishing. CIP will always remain essentially a co-operative venture of libraries and publishers and one result of the Meeting was a more accurate assessment of exactly how and to what extent the two benefit. The summary given here on CIP operations and on the results and recommendations of the Meeting have been based on the documents available to the participants including the Working Document, Background Papers and *Final report*.(27)

The Meeting in its recommendations, as well as proposing ways by which existing CIP programmes could be expanded, and new programmes established, addressed itself particularly at some current problems which are of concern to both partners in the CIP operation. Publishers, especially those involved in trans-national or multi-national publishing operations, want to benefit by participation in a number of CIP operations, but would prefer to have

only one CIP record in the publication. Librarians for their part have been increasingly concerned when several CIP entries appear on the back of titlepages and the entries vary in extent and content. It was agreed that publishers should obtain one set of CIP data for inclusion in the publication, but could choose to participate in more than one programme in order to gain the advantages of wider publicity. It was agreed also to make a distinction in the contents of the two different forms of CIP record.

For the CIP record in the publication, which functions chiefly as an aid to cataloguing and which is a permanent record, it was recommended that:

- the record be as full as practicable but should omit details not known definitely at the time of cataloguing: for example, pagination;
- the record should comprise three segments: the bibliographic description, cataloguing access points, such as headings, and subject access points, such as classification numbers;
- the descriptive segment of the CIP record should follow the International Standard Bibliographic Descriptions (ISBDs: see 4.3.1).

It was also recommended that a working group be set up to reach agreement on a standardized format for the CIP record in the publication on the basis of the points made above. It was felt that such a standardized format would go some way to answering the wishes of publishers to print a single CIP record in the publication while participating in several CIP programmes, and would be of great advantage to librarians in assisting future developments in harmonizing author/title cataloguing and subject cataloguing.

For the CIP record separately available in the various forms of the national bibliography, which has the additional function as an aid to selection and acquisition, it was recommended that:

- the record be as full as possible and details not known definitely could be included as approximations: for example, pagination, price;
- the record should be clearly identified as a CIP record wherever it appeared;
- the record should be superseded by the comprehensive and authoritative record (see 3.4) prepared on examination of the publication itself when it appeared.

On the question of whether the CIP records should be integrated with full records and appear in one listing in issues of the printed national bibliography or whether a separate list of CIP records should be made, the Meeting did not feel it could make a firm recommendation: the choice between the two different approaches depends on the resources of the agency and the number of CIP records. It was emphasised, however, as noted above, that CIP records must always be identified as such and that CIP records should not appear in annual or final accummulations of the national bibliography.

A further recommendation related to the design of a standard CIP data sheet, that is, the form which the CIP agency distributes to publishers which is completed and returned giving as much information as available related to the forthcoming publication. The use of such a form internationally among CIP agencies would assist publishers participating in several schemes as well as libraries.(28)

3.5.2 Setting up a CIP programme

The International CIP Meeting, in recommending that every country should consider the establishment of a CIP programme, acknowledged that this could only be done taking note of the particular library and publishing conditions which are hospitable to CIP and of the ways in which a CIP programme could be introduced and developed.

Some of the conditions which aid the CIP operation are:

- the publishing industry and book trade generally within the country is well organized and efficient;
- the national bibliographic agency possesses, or could find, the required resources of staff on a continuing basis;
- good relations and co-operative schemes, such as ISBN, already exist between the publishing industry and the library community;
- there are reliable and efficient communications and transport services within the country; for example, good postal services;
- a tradition of conformity to national cataloguing practices exists;
- there is the possibility of organizing or extending existing librarian education programmes with workshops and seminars on CIP;
- there is the possibility of organizing meetings or seminars with publishers and librarians to publicize and promote the CIP programme and strengthen the sense of co-operation.

Given the more especial problems in setting up a CIP programme when such optimum conditions of efficiency and co-operation and resources do not prevail, it should also be recognized that the operation of a CIP programme can itself assist by stabilizing and making more efficient the publishing industry within the country; and from the point of view of libraries helping to achieve a higher degree of conformity to national cataloguing standards.

The experience of existing CIP programmes and the close links between the national imprint and the national bibliographic agency suggest that the most general pattern for the organization of new CIP programmes is likely to be a centralized system with the national bibliographic agency extending its role and using its resources to operate the CIP programme. It is recognized, however, that in certain countries, because of geographic, economic or publishing conditions, a decentralized operation may be more efficient, provided that a central organization exists to provide overall supervision. There could also be possibilities among a group of countries each with a small publishing output of establishing one co-operative CIP programme. It is certainly important that any country considering the establishment of a CIP programme should take note of existing CIP experiences, and, where possible, undertake first a feasibility study or a pilot scheme with one or two publishers. A further step in promoting publishers/library co-operation could be by linking the national ISBN agency (see 5.1) with the CIP operation.

The National Library of Nigeria, in planning the establishment of a Nigerian CIP programme, has taken note of the points made above and in the environment of Nigeria has put forward particular proposals: that the CIP

operation be decentralized with regional offices which would be the state branches of the National Library; that a committee which would include representatives of the publishers' associations and staff from the National Library be set up in advance to work out details of the operation; that workshops and seminars of librarians and publishers be organized well in advance; that as the first step a directory of well established publishers be prepared and published.(29)

Samples relating to CIP publicity are provided in Appendix B, 4.

4 Preparation of bibliographic records

As noted in 1.2, in developing national bibliographic control in relation to the UBC system, there is the requirement to make use of international standards and standard practices in the preparation of the bibliographic records in the national bibliography. The 1977 International Congress endorsed the use of international practices and recommended that for the contents of the bibliographic record:

'13 The national bibliographic agency should undertake responsibility for preparing the comprehensive bibliographic records of its national imprint and in so doing follow international cataloguing principles and adopt international bibliographic standards, specifically the International Standard Bibliographic Descriptions (ISBDs); and international numbering systems such as the International Standard Book Number (ISBN) or the International Standard Serial Number (ISSN); should maintain an authority control system for national names, personal and corporate, and uniform titles, in accordance with international guidelines; and should consider the adoption of an internationally-used classification scheme for the records;

14 The national bibliographic agency, in anticipation of the introduction of new cataloguing rules, descriptive practices, or subject approaches, should ensure that training courses are provided within the country to familiarize the national library community with the new practices;

15 Specific projects to promote international bibliographic standards and guidelines should be undertaken for authority control applicable to both manual and mechanized systems; abbreviated and minimum records as required, e.g. for CIP (30)

Each bibliographic record is made up of various layers of information. This can be seen most clearly in the layout of the printed catalogue card, but holds equally well in whatever physical form the record is made:

- information which relates the record of that publication to other publications:
  - by the same author (headings, forms of name, etc);
  - about the same subject (classification symbols, subject headings);
  - of the same work (edition statements, notes on translations, etc);
- information about the publication taken directly from the publication (bibliographic description);
- information which identifies that publication in relation to particular aspects: ISBN number; national bibliography number; ISSN number; legal deposit number; country code; language code;
- local information pertinent to a particular library: shelf mark; location; holdings.

A number of the required standards are now in existence for these various layers of the bibliographic record, standards which have been developed taking into account the particular needs of the different types of informational materials which can be found in library collections and in those of information services and documentation centres, and which may be listed in national bibliographies or other bibliographies.

A major source of information on the international and other standards and manuals of standard practices available for making the bibliographic record is *Standard practices in the preparation of bibliographic records.*(31) The summary given below makes use of *Standard practices* and the related chapters in the *UNISIST guide to standards for information handling.*(32)

4.1 Cataloguing rules

The making of bibliographic records, the intellectual process of cataloguing the publication in hand, takes place in every organization, large or small, wherever materials of information content are collected and organized systematically in order to serve the educational, research or recreational needs of users. Cataloguing has been subject over two centuries to many controls and standards in the form of cataloguing rules, prepared within a library or drawn up by a group of librarians or information workers, and designed to ensure consistency and maximum retrieval efficiency within a library or information service or throughout a library system. The international approach to the preparation of bibliographic records is more recent, and the major endeavours have been evolving over the past twenty years, more especially in the past ten since the advent of the computer in information work.

Rules and manuals of practice for the preparation of bibliographic records are required in all organizations which provide information, and although the functions of these organizations may differ, it should be noted that many of the same rules and manuals of practice are used throughout.

Most cataloguing rules are collected and published as codes of practice (i.e. cataloguing codes) and are national or local in origin and use, drawn up to meet the particular requirements of a language or publishing tradition.

Most codes include rules which cover all the areas of the bibliographic record. As well as having rules for the materials most commonly found in library collections, such as monographs and serials, they may also include specific rules for other types of materials (e.g. theses, maps). Some cataloguing codes also include rules for other matters of importance to the cataloguer, such as filing rules, transliteration schemes, numerical sequences. There also exist specialized cataloguing codes for particular kinds of information material for the organization of specialized collections (e.g. patents, printed music).

It may also be considered important to enhance a library collection or widen its subject range by making separate bibliographic records for all the parts which make up a whole work. Documentation centres, information services, etc. more often than libraries make separate records for articles in one issue of a serial, chapters in a monograph, etc. Such records are considered to be at the analytic level and rules for cataloguing at that level are provided in a number of catalogue codes and manuals.(33) The major requirement is to ensure that the record of the part is always linked to the record of the whole publication.

4.1.1 Multi-national cataloguing rules (codes)

Some collections of cataloguing rules are multi-national in origin and in use: that is, they have been drawn up by a committee or group of editors, including representatives from several countries, on the basis of a common language and similar bibliographic traditions. The use of some multinational codes is not confined to the originating group of countries. They may be used in other countries in translation or by adaptation.

Hence some multi-national cataloguing codes are in use internationally, although from the nature of their origins, they cannot be designated as international cataloguing codes. In fact no project for the preparation of an international cataloguing code has yet been envisaged, nor is one contemplated in the immediate future. However, more and more components of such a code have been or are being established internationally (e.g. standards and other normative materials for heading elements, bibliographic description). Indeed, there is evidence that existing and newly revised national and multi-national codes are becoming more alike because the majority:

- utilize agreed international principles, i.e. are based on the Statement of Principles of the International Conference on Cataloguing Principles (ICCP), 1961[34] for the choice and form of heading and entry words (see 4.2);
- include rules taken from internationally accepted practices, such as the ISBDs (see 4.3.1).

The most widely used multi-national code is the *Anglo-American cataloguing rules (AACR)*. The British and American texts of the 1967 edition (AACR1) were adopted in many English-speaking countries and have been translated or adapted for use in many other countries; for example, translations exist in French, Japanese, Korean, Persian, Portuguese, Spanish and Turkish and an adaptation has been made in Greek.

The second edition (AACR2),[35] published with identical texts by the American, British and Canadian Library Associations, was prepared taking into account this international use. The national libraries of Australia, Canada, United Kingdom and United States have applied AACR2 in their cataloguing services from January 1981.

Since its publication in 1978 a number of translations of the text have been authorized. The French version has been published, and several other translations are underway including Spanish, Japanese and Portuguese. Translations of parts of the text into Norwegian and Swedish are being made. AACR2 has also appeared in a concise version for use in smaller and less complicated catalogues by relatively untrained personel.[36]

A number of instruction manuals and samplers, as well as tape and video recordings, on the application of AACR2 have been prepared. The consequences of its introduction in catalogues have been widely discussed in library literature and the methodology followed in its implementation has been set out in the bulletins of the national libraries involved. In some countries national training courses have been arranged and there have also been regional seminars devoted to AACR2: for example, in Singapore, December 1980 as well as in The Gambia and Tanzania in November 1982.

Another multi-national code is *Regeln für die alphabetische Katalogisierung* (RAK)[37] which was compiled by a committee which included representatives from four German-speaking countries; Austria, German Democratic Republic, Federal Republic of Germany and Switzerland. The text is comprehensive, including extensive rules on filing, lists of approved abbreviations, transliteration tables, etc.

The rules, *Edinye pravila opisanija proizvedenij pecati (Uniform rules for the entry of printed matter in library catalogues)* were compiled by the USSR Cataloguing Committee over a period from 1949, and can be considered as rules used at the multi-national level, followed in all libraries in the republics of the USSR, and also in Mongolia and in Vietnam.

4.1.2 National cataloguing rules and standards

Since 1961 more than twenty national cataloguing codes have been revised or re-drafted on the basis of the ICCP Statement of Principles. Some of the national codes are also adaptations of the multi-national codes. Many national codes, like the multi-national ones, have also prepared supplementary or revised chapters dealing with aspects of bibliographic description in order to incorporate ISBD principles.

4.1.3 Cataloguing codes for specialized information systems and services

There is no clear cut distinction between the standards and manuals of standard practices used in libraries and in information services. The multi-national and national cataloguing codes and rules already described are also used in information systems and services, sometimes as standard practices, sometimes only as reference tools. However, many specialized information systems have established their own sets of cataloguing rules; for example, INIS, the International Nuclear Information System of IAEA, the International Atomic Energy Agency, AGRIS, the Agricultural Information System of FAO, the Food and Agriculture Organization (see 5.3), ISDS, the International Serials Data System (see 5.2), have published manuals dealing with bibliographic practices within these systems. Both INIS and AGRIS rules have drawn on AACR1 as source material and ISDS aims to be compatible with ISBD(S).

4.1.4 Rules for bibliographic references

References or citations, which may appear in lists or bibliographies at the end of chapters or at the end of a work, or in the footnotes or in other documents, can be considered as bibliographic records limited in scope, but containing sufficient data elements to enable an item to be identified uniquely and thereafter retrieved.

Bibliographic references are usually prepared by authors and editors and do not include elements which are relevant to the fuller bibliographic descriptions required in national bibliographies or in library catalogues or in some information services (i.e. describing the publication and relating it to other publications in the collection and/or in a bibliographic data file). Hence the elements of the bibliographic reference are usually taken from the publication in hand and no attempt is made to follow complex cataloguing rules which relate to the organization of publications in collections.

The international standard available, *ISO 690-1975 Documentation : Bibliographical references*, is under revision. It is planned to provide in the new standard for two types of references, the first at the basic level for references appended to a text, and a second with more details for references appearing in enumerative bibliographies.

There are many national practices for the content, style and layout of bibliographic references, some of which are aligned with *ISO 690* while others set out different stipulations. Some publishers specify their own style requirements for citations and references by their authors.

4.2 Headings and entry words

The term 'headings' has been used here in the widest possible sense to cover the various kinds of names or entry words which have been selected to enable a bibliographic record to be retrieved by a user effectively and efficiently whether that record appears as a card catalogue, as an entry in a printed list, or as a record in a mechanized system.

In the past the selection of the heading has reflected the cataloguer's decision, based on cataloguing rules, of the intellectual responsibility for the work contained in the printed item. In fact, choice of main entry (that is, person or body considered as having primary responsibility for the work) has been the area in which there was the greatest divergence of practice at national and international levels and between libraries and information services.

The increasing influence of mechanization on bibliographic work has blurred the former strict distinction between main and added entries in catalogues, and diminished the old emphasis on main entry, and hence the significance attached to the choice of heading. Although the main entry may be important in single entry listing (for example, in producing a bibliography), the concept of equal value 'access points' is now considered a more useful approach, as it covers all names associated with the publication as well as appropriate identification numbers (see 5). In consequence there is no longer the urgent need to find a uniform international approach to the choice of headings, but it is very important to pursue efforts to standardize the form of headings, that is, the way in which the names of persons or bodies associated with the publication and other words chosen as entry words (for example, uniform titles, names of country) are arranged and punctuated. Various international projects are currently under way to standardize forms of corporate body names, titles of particular categories of works, etc.(38)

It should be noted also that current cataloguing practice for the bibliographic description of the publication is based wherever possible on information taken from the publication in hand. In this respect the ISBDs (see 4.3.1) obviate differences in both choice and form of headings by recording the form of names of authors as they appear on the publication.

There are varying approaches in cataloguing codes and in bibliographic practices to the fullness of the names as represented in the heading: for example, some cataloguing codes require full details of names and dates of birth for personal authors, while others demand only the initials or the form of name most commonly used. Hence the importance for international exchange purposes of authority files and mechanized authority systems in which variant forms of names, both personal and corporate, are provided and the national authoritative form is distinguished.

The responsibility for establishing such authoritative forms of national authors is now accepted as one of the primary functions of the national bibliographic agency. Such a national authority file, based on national usage with regard to name patterns, is an important bibliographic tool complementing and enhancing the records in the national bibliography. At the same

time, in many countries where name patterns have been fluid, the creation of a national authority file can assist the establishment of a consistent pattern of name usage and consequently of rules for the entry of personal names in catalogues and data bases (see also 1.6.2).

4.2.1 Personal name headings

For entry in catalogues the most important aspect is to be able to identify the entry element of the personal name: in some countries this is the surname, in others the last element in a multi-element name, and in other countries it can be the family name which comes first.

At the international level a manual *Names of persons*[39] has been compiled by the IFLA UBC Office which brings together the name practices in a number of countries. In the entries the various parts of a name have been identified and the distinctions made between the order of the parts in the catalogue headings and the identification of the part which serves as the catalogue entry element . A sample from *Names of persons* is given in Appendix B, 5.

Arising from the establishment of personal name authority files, in some countries committees of librarians have also identified other problems relating to name usage. In Malaysia, for example, a group of librarians identified and thereafter published a list of Malay titles.[40]

4.2.2 Corporate bodies as authors

At present there are differences among cataloguing codes in the interpretation of the concept of corporate authorship and in the way in which names of corporate bodies are presented as headings in catalogues (see 1.6.1). At the international level there are recommendations in *Form and structure of corporate headings*[41] which identifies how such headings should be constructed, how punctuated, and stipulates what and how additional elements are to be used in order to distinguish between two bodies with identical names. A sample is provided in Appendix B, 6.

As with personal authors, it is considered the responsibility of the national bibliographic agency to maintain an authority file of national corporate bodies. It is recognized that such bodies, particularly the governmental ones such as ministries which frequently change both name and function, can be very difficult to identify, and that it is more practical within the country itself to maintain up-to-date files including current and past names, something which in time becomes of historical value. The sample from the IFLA publication, *African legislative and ministerial bodies* presented in Appendix B, 7 shows how valuable such a list can be both nationally and for international use.

4.2.3 Constructing authority files

As already noted, most catalogue codes give rules for the way in which an author's name is to be presented in the headings to the bibliographic record, whether this is to follow the form in which it is presented on the titlepage or whether it should include expanded names, dates of birth or other information.

The authority file is created in order to maintain in one file the records of all the different forms of authors' names and to present these names in such a way as to show the authoritative form of name (that is, the uniform name selected for the author in accordance with his wishes and the stipulations in the cataloguing code) with other differing forms of names, showing the relationship and, where possible, the source for the authoritative form.

In most countries the national bibliographic agency as a matter of routine undertakes the first steps in establishing the personal name authority file by contacting new authors of publications recorded in the national bibliography requesting information about name, birth date, etc. Such information is particularly required when an author is using a pseudonym or has a common name which may be confused with that of other authors. The first step can be a standard form sent to the author: a sample of such a form is given in Appendix B, 8.

On the basis of the information obtained from the author and from examination of catalogue entries an authority entry is established for each author. The authority entry serves as a complete record of information pertaining to the establishment of a uniform heading and its associated references. In addition to the uniform heading itself, the entry may include one or more parallel headings; information notes; a record of all variant and related headings from which references have been made (tracings); and other notes made by the cataloguer in the process of establishing the heading which may be of use in applying the heading to bibliographic entries or in revising the heading at a later date. The authority entry may also contain references to related headings. Within the entry symbols and punctuation can be used to distinguish between the variant forms and show their relationship.

It should be noted that authority files can extend to subject headings. In the context of national bibliographic control, however, first priority should be given to the creation of authority entries for persons and corporate bodies and secondly for uniform entries under title (for example, anonymous classics[42]).

An authority file can be maintained manually in card form and thereafter be published as a printed list: for example, the Brazilian CIP agency publish *Cabeçalhos uniformes de nomes* for personal and corporate authors. For ease of maintenance and updating there are particular advantages in an authority control file in machine-readable form where the links from one form of name to variant forms and the authority form can be found automatically. Work is currently under way in North America to establish just such a machine-readable national authority control system.

Under preparation at present by an international working group are *Guidelines for authority and reference entries*.[43] Some examples of entries in printed authority files are provided in Appendix B, 9.

4.3 Bibliographic description and identification

Bibliographic description is made up of those elements which are taken from the publication in hand. It is apparent, therefore, that there is likely to be more compatibility among the cataloguing rules for description than for headings, and hence more similarity in this area of the record in bibliographic records coming from different sources. In fact, similarity of bibliographic description served as the starting point for the Library of Congress Shared Cataloging Program, which originated in 1965, and for the development of the ISBDs, as well as forming the basis of future studies on the compatibility of bibliographic records prepared for libraries and for information services.

4.3.1 The International Standard Bibliographic Descriptions (ISBDs)

The ISBDs, a set of normative documents for the comprehensive standard bibliographic description for all types of material likely to appear in library collections, have been developed and accepted internationally. The General ISBD, ISBD(G), forms the basis of the specialized ISBDs and of rules for description in new cataloguing codes. For example, the cataloguing codes cited in 4.1 base their rules for description on ISBD(G) and the specialized ISBDs. The specialized ISBDs cover Monographs (ISBD(M)); Antiquarian monographs (ISBD(A)); Cartographic Materials (ISBD(CM)); Non-Book Materials (ISBD(NBM)); Serials (ISBD(S)); and Printed Music (ISBD(PM)).(44)

It must be emphasised that the ISBDs are concerned with description only, and that description is based on the information available in the publication being described. Therefore it follows in making a description in accordance with the ISBD texts, that no decisions are taken about:

- the intellectual responsibility for the work contained in the publication: the actual author; what is the role of other persons associated with the work;
- selecting the name or heading to be considered main entry (see 4.2); which of a number of persons or corporate bodies associated with the work can be considered to have been chiefly responsible for its intellectual content;
- selecting the form of names to be used in the heading (see 4.2.3): which is the entry element of a compound name; should initials be expanded as full personal names.

The ISBD description does not include information about subject content, classification symbols, subject headings.

The primary purpose in developing the ISBD has been to provide the rules for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community. By specifying the elements which comprise a bibliographic description and by prescribing the order in which those elements should be presented and the punctuation by which they should be demarcated, the ISBDs aim :

- to make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country;

- to assist in the interpretation of records across language barriers, so that records produced for users in one language can be interpreted by users of other languages;
- to assist in the conversion of bibliographic records to machine-readable form.

The ISBD description is divided into areas relating to particular information and within each area a number of elements are grouped:

Title and statement of responsibility
Edition
Material (or type of publication) specific details
Publication, distribution, etc. (Imprint)
Physical description (Collation)
Series
Note
Standard number and terms of availability

The basis for the description is the fixed order of the areas and the elements within those areas, and the special kinds of punctuation that precede the areas and elements and which can be easily recognized and hence identify the area or element which follows.

The punctuation which precedes each area, for example, is point space dash space (. -); the punctuation symbol which precedes the statement of responsibility (i.e. the name of the author as it appears on the titlepage) is space slash space (/). As noted in 4.1.1, the widely used multinational cataloguing codes and most national cataloguing codes include the ISBDs as the basis for their descriptive cataloguing rules. The samples from national bibliographies in Appendix B, 3, are all bibliographic records prepared in accordance with the ISBDs and the distinctive punctuation is easily recognizable.

The framework of each ISBD aims to make provision for the maximum amount of detailed information which can relate to the description of the publication; for example, all publishers and printers and distributors which might have been involved in the production of a document; or all the persons which have been involved in producing a new edition of a work.

But it is only the national bibliographic agency in each country, which, in producing the authoritative records of the national imprint, accepts the responsibility to produce the full comprehensive record (see 3.1). Other cataloguing agencies or libraries may select the information they require and use those areas and elements necessary. As long as the ISBD order of areas and elements is followed and the prescribed punctuation is used, it is still an ISBD description. It is a matter of policy for a country in planning national cataloguing services, or for a library, to decide how full a record is required for identification and description to satisfy the needs of particular categories of users.

Each specialized ISBD stipulates which elements are optional for the national bibliographic agency to select in making comprehensive records. For other organizations, all elements are optional, although it is important in making minimum records that as many elements are included as will adequately identify and describe the publication. It is worth noting, for example, that AACR2 (see 4.1.1) makes a distinction between three levels of minimum, standard and full descriptions. The first level,

the minimum (which is really very complete) consists of:

> Title proper / first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. - Edition statement. - Material (or type of publication) specific details. - First publisher, etc., date of publication, etc. - Extent of item. - Note(s). - Standard number.

RAK (see 4.1.1) also specifies essential elements and minimum records for catalogues in certain categories of libraries.(45)

The inclusion of the author's name in the form in which it appears in the publication in the ISBD description after the diagonal slash is of great advantage for international exchange and for the use of the record by different types of organizations (e.g. libraries and information services). It cuts across differences in selecting the heading and the form of heading as stipulated in different cataloguing contexts by showing the basis for that choice.

4.4 The subject approach

As noted in 3.2.1, it is accepted that if the national bibliography is to operate efficiently as a selection and acquisition tool, the bibliographic record of the publication should include an indication of its subject content, and the cumulation of records in the printed issues are most usefully arranged in accordance with some system of classification. At the 1977 International Congress the participants, while fully appreciative of the advantages of a classified arrangement for the printed issues, did not believe that it was possible to recommend any one scheme. The accepted wording of the consequent recommendation was, in contrast with the other recommendations, vague:

> 'The current issues of the printed national bibliography should be arranged in a classified order in accordance with a stated internationally-used classification scheme and the arrangement of cumulations should be decided at the discretion of the national bibliography agency.'(46)

The difficulty is to find an acceptable 'internationally-used classification scheme'.

The national bibliographic agency, in accepting the responsibility for making the authoritative bibliographic record in accordance with international standards, has still to maintain a balance between the demands of national users and the advantages and requirements of international exchange. This conflict of interests is most apparent in considering subject analysis and identification. Indication of subject content is that element of the bibliographic record which requires the most intellectual attention and receives the most varied treatment: the emphasis is very much on national requirements, differing functions, and users' needs. There are also the universal problems of changing approaches to knowledge; variations in subject development; alterations in word meanings; expanding areas of technology where the terminology is less than constant; and the perpetual problems of equating differing language terms.

In place of subject headings the adoption of a universal system of classification linked with numerical or alpha-numerical tables, as noted in the Congress recommendation, solves some of the problems of international understanding

of subject content. But classification systems have a philosophical basis, and some have been evolved to fulfil special functions, and have then become general. The Library of Congress schedules is just such a scheme, which has wide acceptance in North America and in academic libraries in other parts of the world: but not in Europe.

Dewey Decimal Classification (DDC) scheme similarly has had wide acceptance in North America and other parts of the world, more particularly in public libraries, but not in Europe: and it was considered to have neither the basis nor sufficient specificity for detailed subject analaysis. For this purpose Universal Decimal Classification (UDC) with its wide acceptance in Europe might seem to be the best scheme to put forward for use internationally.

Rather than awaiting the development of new schemes of classification or alternative methods of subject approach, the trend in recent years has been in the direction of improving the applicability of existing schemes. This has been particularly noticeable with the DDC where policy decisions have resulted in a wider geographic and cultural input to the revision of the schedules. As a consequence, the strong North American bias in the scheme, which was the major factor against its use in an international context, is diminishing. Librarians in Singapore, Iran, Australia and Latin American countries have contributed to the latest editions of DDC.

Recent evidence shows that a considerable proportion of existing national bibliographies are now arranging their records in accordance with DDC.(47) Some national bibliographies are already accepting the usefulness of allocating to each record subject classification symbols from at least two schemes. For example, the *British national bibliography* in its printed issues is arranged by DDC, but the publications are also classified according to the Library of Congress scheme and the LC class numbers are included in the machine-readable records.

It is apparent that for many countries the DDC schedules which relate to the history, geography, literature and languages, and sometimes religion, of the country will be inadequate, not developed as fully as is required in a national context. It is to satisfy such inadequacies that librarians in a number of countries have set up classification committees to expand and develop DDC, and in some instances LC schedules, to suit national requirements. In some instances, as noted above, the results of such expertise, is already reflected in a revision in the DDC schedules. In other instances the national effort is published in the national bibliography in the introduction to the printed issues: see the sample given in Appendix B, 10 taken from the national bibliography of Malaysia.

5 Participation in international numbering schemes and information systems

In the decade of the 1970s a number of schemes at the international level were developed aimed at providing first, an efficient bibliographic tool for the control of particular categories of information material, and secondly, by making use of the bibliographic tool, the establishment of an international file or data base made up of an accumulation of records. A second area of development has been in the establishment of international information schemes addressed not at controlling especial categories of material, but at subject content, or specific categories of users, with the aim to provide for international access to all the literature within a particular subject range.

The two major schemes developed for the control of categories of material of informational content (that is, the kind of material to be found in library collections) relate to books (monographs) and serials.

5.1 The International Standard Book Number (ISBN)

5.1.1 Background

The ISBN had its origins in the housekeeping requirements of the book trade. The question of the need for and feasibility of an international numbering system for books was first discussed at the international book trade conference in 1966. At that time a number of publishers and book distributors in Europe were considering the use of computers as a means of assisting faster and more effective processing and inventory control, and it was evident that a prerequisite in the establishment of an efficient machine system was the development of a scheme whereby each published item was allocated a unique and simple identification number. The system which fulfilled these requirements became known as the International Standard Book Number, with principles and procedures set out in the ISO Recommendation, *ISO 2108*.[48] It should be noted, however, that the introduction of the ISBN system and the establishment of the necessary organization for its maintenance have only been made possible in most countries as a co-operative venture of libraries and publishers' associations. The International ISBN Agency controls and promotes the system and offers in its reports and journal, *ISBN review*,[49] a full account of how the system has spread world wide and of the ways it is being used by publishers and in libraries.

5.1.2 What the ISBN is

The ISBN identifies one title or edition of a title from one specific publisher and is unique to that edition.

The ISBN applies in the main to books, for which the system was originally created, but by extension it may be used for any item produced by publishers, collected by libraries and distributed through the normal book trade channels: for example, Braille publications, micro-forms, and maps.

Each ISBN consists of ten digits, making use of the arabic numerals 0 to 9, and whenever it is printed, it is preceded by the letters ISBN. The ten digit number is divided into four parts of variable length, each part when printed being separated, preferably by a hyphen or alternatively by a space.

The first part of the ISBN is the group identifier which identifies a particular grouping of publishers. Such groups are determined by national, geographic, language or other pertinent considerations. Group identifiers are allocated by the International ISBN Agency and each publisher participating in the ISBN system must belong to a recognized group.

The second part of the ISBN identifies the publisher within the group responsible for publishing the particular item.

The third part identifies a particular title or edition of a title published by the particular publisher.

Finally, the fourth part consists of a single digit at the end which provides an automatic check on the correctness of the ISBN, and is worked out as the result of an elaborate calculation on the other nine digits. In some instances the check digit can be an uppercase X.

From its definition and original purpose as noted above, it is apparent that the ISBN is related to the physical object, the book, and not to the intellectual work contained in the book; the term 'edition' has been used to distinguish different physical formats of a monograph, such as paperback, hardback.

A sample of an English language monograph published by the British Library Association in two editions, one hardback and the other paperback, is:

ISBN 0-85365-631-2 (boards)
ISBN 0-85365-721-1 (paper)

where 0 is the group identifier, publishers in the English language;
85365 identifies the publisher, the Library Association in the UK;
631 identifies the hardback edition of the title
2 is the check digit
721 identifies the paperback edition
1 is the check digit.

A sample of the first publication of a new publisher in Nigeria is

ISBN 978-138-001-2

where 978 is the group identifier, publishers in Nigeria
138 identifies the publisher, Publications International, Ibadan;
001 identifies the publication, the first, with allocation provided by three digits for up to 999 publications;
2 is the check digit.

Full explanation of the ISBN system is given in the *Users' manual*.(50)

Each ISBN must appear on the publication itself: this is essential for the efficient running of the system. In the case of books, the ISBN is printed preferably on the back of the titlepage, preferably in an obvious position close to the copyright symbol. Alternatively when this is not practical, the ISBN should appear at the foot of the titlepage or in some other conspicuous location within the book. It should always be printed in type large enough to be eye-readable. When several editions of the publication have appeared, it is recommended to list the related ISBNs and editions also on the back of the titlepage.

As with all numbering systems, problems are likely to arise from inaccurate numbers or errors in recording the numbers. The fact that the ISBN has been structured to include information, that is, the number breaks down into a series of codes, is an advantage in its use and also lessens the dangers of error. It becomes very easy to identify immediately from the number the group of publishers (by language or by geographic region) and also the individual publishers within that group.

For example, some of the large group identifiers are:

0 English language material: this is a very large group which includes publishers in the USA, UK, Canada, and Australia;

2 French language publications including French Canadian publications;

3 German language publications;

92 Publications of international organizations, including Unesco.

5.1.3 How the ISBN system is maintained and used

In most countries the allocation of ISBNs rests with a publisher or publishers' association and/or with a bureau within the national library. In some the ISBN is linked with registration of publications as part of the system of legal deposit; for example in Spain (see 2.3). Most national ISBN agencies encourage the use of ISBNs by leaflets and publicity, including advertisements and conferences; for example, in Singapore and Nigeria.

ISBNs are included in the comprehensive records prepared for national bibliographies, and in machine-readable files they can serve as control numbers and be used for retrieval purposes and in union lists: examples of two such union lists are LASER (London and South Eastern Region Library Region) and South Africa UNICAT (National Union Catalogue of Monographs).(51) In addition, publishers have been extending their use of the ISBN in the development of machine-readable codes for books. The proposal is for each book to bear a bar code (as in other marketable products) which will incorporate its ISBN and price. This will provide publishers with improved cash sales records, and analysis and book control. The ISBNs are also the basis of a computerized ordering system.(52)

It is true that the ISBN can never be considered as an ideal bibliographic tool: it remains an identifying number allocated to the physical object, the publication, not describing or even identifying the intellectual work contained in that publication. But within these limitations - with necessary areas of uncertainty because of incorrect or unknown ISBNs - librarians have exploited the advantages of the scheme while appreciating those limitations. Within the publishing trade as such there has also been with the enormous growth in its application - ninety percent coverage of all publications in Sweden, ninety five percent in Norway - and an interest in extending its applications as noted above.

There are also problems in trying to maintain the unique ISBN for the publications which are produced as the result of the co-operation of one or more publishers; or distributed by one or more agencies; or by one publisher with offices in more than one country: that is, in more than one grouping of publisher and therefore subject to more than one group identifying number. The *Users' manual* specifies a number of the circumstances that can occur and provides the solution so as to ensure that only one ISBN is allocated. Even so publishers acknowledge that problems do arise; there are advantages for the multi-national publishers with offices in more than one country and within more than one group identifier in ensuring that each office or branch has its own publisher identifier.

5.1.4 Setting up an ISBN agency

As noted above, the maintenance of the ISBN system is very much a co-operative venture of librarians and publishers, and the scheme is the more easily established in countries where the publishing industry is well organized and the publishers operate their own association or co-operate in various areas of interest. On the other hand, in countries considering the re-organization of a national library system, or the inauguration of new legal deposit legislation, there can be advantages in setting up the ISBN agency within the national bibliographic agency and treating it as one link in the chain of agencies promoting bibliographic control. As noted above, in Spain the ISBN is linked to the deposit of the publications. In the Netherlands the recent establishment of an operational CIP programme (see 3.5) has been linked with the allocation of ISBNs. In Jamaica there are plans to establish both a CIP programme and an ISBN agency once the matters relating to legal deposit have been completed. It is worth noting that one of the recommendations of the International CIP Meeting, Ottawa, 1982 (see 3.5.1), was that countries establishing CIP programme should consider linking the national ISBN agency directly with the CIP operation, thus enhancing co-operation with publishers and improving national bibliographic control.

As is apparent from the way in which the ISBN is formulated, the system is hierarchical, operating at the three levels of the international, the group of publishers, and the individual publishers. The whole system is supervised and co-ordinated by the International ISBN Agency and the functions of the International ISBN Agency are:

- to supervise the use of the total system;
- to approve the definition and structure of the groups of publishers;
- to allocate identifiers to groups;
- to advise groups on the setting up and functioning of group agencies;
- to advise group agencies on the allocation of publisher identifiers;
- to promote the worldwide use of the system.

The International Agency includes among the services it provides the provision of lists of ISBN (with the computer generated check digits) for the use of publishers in the group; international registers of publishers' identifiers and publishers' names; computer print-outs of invalid ISBNs, etc.

It is suggested that in the first instance in establishing an ISBN agency within a country, there should be:

- discussions on co-operation between libraries and publishers;
- consideration of the advantages for both publishers and libraries within a particular environment;
- the organizational framework which would be required, the possibility of linking the ISBN agency with other offices concerned with bibliographic control;
- requesting the International ISBN Agency for information, advice on legal or financial requirements, etc.

The address of the International ISBN Agency is: c/o Staatsbibliothek, Preussischer Kulturbesitz, Postfach 1047, D-1000 Berlin 30, Germany.

Some of the problems, solutions and services are given in the *User's manual*.

5.2 International Standard Serial Numbers (ISSN) and the International Serials Data System (ISDS)

5.2.1 Background

The formulation of the International Standard Serial Number as the basis for the development of the International Serials Data System came about in response to the demand from the scientific information community for better control of scientific serials. The range of the ISDS was almost immediately extended to all serials, and its objectives were established in relation to their control by developing and maintaining an international register of serials and to the establishment of an international communications network of libraries and other organizations acquiring and using serials.

The ISDS and its International Centre was formally established in 1971 as an intergovernmental organization within the framework of the Unesco UNISIST programme. It operates through a worldwide network of national serial centres (forty six in 1981 covering eighty percent of the world serial population) which are linked to the International Centre for the Registration of Serials, 20 rue Bachaumont, F-75002, PARIS, France.

The basis of the ISDS for serial control and for the development of the international register is to identify each serial uniquely by the allocation of an ISSN and selection of a standardized form of title known as the key title. This unique form of title is ascribed to a serial by national centres and the International Centre and is inseparably associated with the ISSN; that is, ISSN and key title are considered sufficient for the unique identification of any serial.

ISDS national centres have the task of maintaining the bibliographic control of serials within the country and are expected to register systematically all serials published after 1971 and to register older serials (that is, those which started before 1971) in response to users' requirements. In 1982 the ISDS Register of serials contains approximately one hundred and thirty thousand records of serials and is growing by about twenty four thousand a year.

Full information about the ISDS, its organization and structure, and the relationship of the national centres to the International Centre, functions, publications, etc., can be found in the *ISDS Manual, Part I.*[53]

5.2.2 ISSN, key title, and the ISDS bibliographic record

The need for a brief, unique and unambiguous code to identify serial publications was long recognized, but only became a practical possibility with the advent of computer systems which could record, manipulate and exchange large files of bibliographic records. However, when considering

these new possibilities for the exchange of information about serials, it became apparent that an international code for serials should be numeric, since no one alphabet would be used by all or even the majority of producers and users of serials.

After examination, it was agreed that a number made up of eight digits (including a check digit) would be sufficient as the basis for the numbering of serials worldwide. It was also agreed that the number would not incorporate any significant features but would serve only as the unique identification of a serial. Hence the International Standard Serial Number (ISSN) is unlike the ISBN and does not include among the digits any indication of country or publisher.

Each ISSN consists of eight digits, making use of arabic numerals from 0 to 9. As ISSNs are used in conjunction with other numbering schemes, such as the ISBN or the national bibliography number (see 3.1), a distinction has to be made in the way in which it is presented: the number is always preceded by the letters ISSN and is given in two blocks of four digits each separated by a hyphen:

ISSN 1234-5679

The check digit, which is designed to ensure that the number is correct, is always located in the extreme right position. The check digit is calculated on an elaborate basis and the calculations are more usually carried out automatically by the computer. In some instances the check digit is replaced by an uppercase X.

All the details relating to the ISSN and how it is calculated are set out in the ISO recommendation, *ISO 3297-1975*.(54)

The ISSN is to be printed in a prominent position on or in each issue of a serial, preferably in the top right hand corner of the front cover. When, for typographical or other reasons, it is not possible to print it in the preferred position, then it is to be printed in another prominent position; for example, near to the statement of publisher's imprint.

It should be noted that the issues of some serials, such as annual reports, yearbooks, or monographs in an indefinite series, can be allocated an ISBN as well as an ISSN; in such cases it is recommended that the two appear together, each distinguished by its prefix ISSN or ISBN:

for example, *British Standards Yearbook 1982* ISBN 0-580-12147-X
ISSN 0068-2578

Only one ISSN can be assigned to the title of a serial, irrespective of the variations of title which may appear in the issue of the serial (for example, different forms of title on the cover, spine and titlepage); and regardless of the various forms of title which may be allocated to the serial in libraries and information services, such as filing titles, uniform titles.

Each ISSN is inseparably linked with a standardized form of title, called the 'key title'. The key title is established by the national serial centre responsible for the registration of the serial and is derived from information available at the time of registration. Like the ISSN the key title serves to identify the serial uniquely and is always used in conjunction with the ISSN. To serve this purpose, the key title may need to be

constructed so as to include information not necessarily taken from the serial issue at hand; for example, to distinguish between two serials with identical titles appearing on titlepages, the key titles may be formulated by adding the names of the place of publication of each serial in parentheses; or other qualifying information.

As well as the ISSN and key title, the serial records prepared by national serial centres for input to the ISDS Register include other data elements which provide a short description. A number of the descriptive elements are the same as those which appear in the bibliographic records prepared for national bibliographies in accordance with ISBD(S) (see 4.3.1) and national cataloguing codes; for example, the imprint details relating to publication and date of publication, linking elements relating to the bibliographic history of the serial.

As a number of national serial centres are situated in national libraries or national bibliographic agencies, and hence undertake responsibility for making the ISDS record and the record of a new serial for the national bibliography, efforts are being made to ensure that there is as much compatibility between the two as possible. It is recognized, however, that the two records serve different purposes, and hence there are fundamental differences. The ISDS record is independent of cataloguing codes relating to headings and is expected to stand by itself; the ISDS record does not describe a particular issue of a serial, either its contents or its physical appearance, nor does it include numbering about volume and issue. ISDS records in printed form may be arranged in numerical order following ISSN or in alphabetical order by key title; or in classified order following a specified classification scheme.

It should be noted that the ISDS Register includes only records in romanized form, and that the records of serials in scripts other than roman are converted by romanization or transliteration for input into ISDS files.

As already noted in 3.1, the comprehensive description of a new serial based on the information appearing in that serial issue, including ISSN and key title, is to be found in the national bibliography prepared in accordance with ISBD(S) or national cataloguing rules which incorporate the ISBDs. Other cataloguing agencies or libraries in making the record of a serial may be describing it at any time of its life according to when the serial issues have been received in the library; such records, therefore, may include other elements not found in the ISDS record or in the ISBD(S) record, such as holding statements, location code. It should be remembered also that the description prepared in accordance with ISBD(S) is not considered to be complete in itself, and the national bibliographic agency will normally add further elements relating to headings or filing titles.(55)

All details relating to ISDS records, how the ISSN and key title are formulated, when ISSN change, how to differentiate between serial titles, how to link serials which have changed titles or amalgamated, are given in the *ISDS Manual Part 2*, for use by all the ISDS national centres.

5.2.3 Using the ISSN and ISDS records

Some of the problems in using the ISSN as a bibliographic control tool are the same as with the ISBN; in the one instance the number is associated with the physical product, the book; in the other, the number is related to one specific title of a serial. The problems here relate to change of title: each time a serial changes its title, its ISSN may at the discretion of the national centre be allocated a new ISSN and key title. This complicates both national and international files, increasing the bulk and adding to the problems of maintenance and updating of current records. On the other hand, there does seem to be evidence that the existence of the ISDS, of the ISSN and key titles, and the overall encouragement to publishers of serials to make use of the services of the ISDS, are acting as a discipline to such publishers, an encouragement not to make unnecessary changes to serial titles. This pattern may indeed become more evident as the use of ISSN and key title in bibliographic citations and the use of the ISDS records increase

One of the most important ways in which the ISDS Register is used is as the basis for union catalogues. The NORDIC union catalogue of serials (NOSP), for example, is based on the ISDS records with the addition of holding statement relating to libraries in the Nordic countries.(56) Other union catalogues both at the national level and in respect of certain types of serials are also in preparation. Some subscription agencies are making use of ISSN and key title as control numbers for serial subscription files. In the USA the ISSN is integrated into the postal code.

In spite of the limitations noted above, the ISSN like the ISBN has enormous potential as a bibliographic retrieval tool. The ISDS Register in machine readable form provides a basis for manipulation or retrieval at national, regional or international level by libraries and publishers.

5.2.4 Setting up a national serial centre

As ISDS is an intergovernmental organization, establishing a national serial centre can only be undertaken at the governmental level, not by an individual library or group of libraries. It is necessary for a government to notify the Director General of Unesco that it wishes to participate in ISDS; the International Centre is informed by the Director General, and thereafter the International Centre and the governing body of the proposed centre enter into a bilateral agreement in which respective responsibilities are defined and the means of co-operation. Each national centre, the government of which has acceded to the statutes of the ISDS, accepts financial responsibilities and will be expected to contribute towards the costs of running the International Centre. Details of costs and contributions are discussed at the meetings of the ISDS General Assembly and determined by its Governing Board.

Each country in selecting the appropriate institute or department to carry out the functions of a national serial centre will take note of the criteria which are essential if the national centre is to carry out its primary functions of registering all new serial titles and other serial titles on demand.

The main criteria is that the national centre should have access easily to all new serials published in the country, either through legal deposit or through a connection with the national bibliography or copyright office;

in addition, there are advantages when the centre has easy access to a large collection of serials.

There is also the requirement in selecting the national serial centre to ensure that the centre will have the potential:

- to establish contacts with publishers and enlist their co-operation and participation;
- to establish contacts with libraries and other information organizations;
- to be able to act as a focal point in relation to national policies with regard to serials;
- to have the necessary resources of technology and manpower to enable the centre to operate on a continuing basis.

In examining these criteria in respect of national library operations for bibliographic control, there are obvious advantages when the national centre is established within a national bibliographic agency and where, in addition to recording titles of serials for ISDS, the centre also identifies and describes new titles of serials for the national bibliography (see 3.1).

It is important to note in considering the establishment of a national serial centre that, although in the setting up of the ISDS, emphasis was placed on mechanization and the major objective was to establish an international register of serial titles in machine readable form, the establishment of national centres is not dependent on mechanization or on having available the use of a computer or input to a computer system. From the beginning there has been recognition that the ISDS in developing is dependent on local systems and requirements, and that many of the national centres, at least at the beginning, may lack both technical and staff resources to provide ISDS records in machine readable form. It is a fact that even today the majority of the national serial centres prepare work sheets in manual form which are thereafter input at the International Centre in machine readable form into the ISDS data base.

5.3 International information systems

International information networks in specialist fields have existed for a long time, generally through the operation of worldwide secondary services and the abstracting and indexing services. Some of these specialist services can be designated as subject oriented: for example, in technology and the physical sciences; others can be called mission-oriented, such as services dealing with information in the public services, industry, agriculture, education. There are, for example, well known internationally used abstracting and indexing services in the chemical sciences, such as Chemical Abstracts Service (CAS), originating in the USA but used worldwide; Engineering Index (EI), again operating from the USA but used internationally. Of the second type there are the medical services, MEDLARS, originating in the National Library of Medicine, USA, and Excerpta Medica, originating in the Netherlands; and even more specialized an information system such as the International Road Research Documentation (IRRD).[57]

5.3.1 International Nuclear Information System (INIS)

More truly international and remarkable because of the speed with which it was proposed, planned and became operational, is INIS, with its headquarters, the International Atomic Energy Agency (IAEA) in Vienna. INIS came into existence as a mechanized system with national governmental support and consequently adequate funding. It is a co-operative decentralized information system covering all information relating to the peaceful uses of atomic energy, including monographs, serials, technical reports, patents, conference papers, etc.; the users of the INIS products are institutions and individuals in the participating states. The maintenance of the system is the joint responsibility of liaison officers in the countries and the IAEA Secretariat in Vienna.

Information about the literature in the participating countries is input in various forms to the IAEA Secretariat which processes the input and provides a series of services and products. As with other international systems, there is a strong emphasis on using standards for the maintenance of the system, and the INIS standards for describing the input (that is, the cataloguing rules for the bibliographic reference to be used by the INIS national and regional centres) were agreed and published as early as 1970, even before the system became operational. Since then INIS has continued to produce and update a series of manuals relating to rules of bibliographic description, corporate body names, transliteration, etc., to ensure the harmonious operation of the system. It is worth noting that in designing the INIS standards some note was taken of existing rules (for example, AACR1 (see 4.1.1) and LC MARC) yet the first and major concern was to reach INIS standards.(58)

5.3.2 International Information System for the Agricultural Science and Technology (AGRIS)

From the experience in the development and operation of INIS came the impetus to develop AGRIS, with its headquarters the Food and Agriculture Organization of the United Nations (FAO) in Rome.

AGRIS is a co-operative decentralized information system designed to serve government bodies dealing with planning, development and research in the agricultural science, with industries concerned with agriculture and food, and with a wide range of other organizations involved in the improvement of the agricultural sciences. The organization and maintenance of the system rests between the participating centres and the FAO Secretariat. Participating centres are responsible for preparing information about documents within their own country within the scope of AGRIS and in accordance with the standard rules and worksheets of the system. There are then processed at the FAO AGRIS Coordinating Centre which provides a variety of products and services.

Information can be included from monographs, serials, technical reports, patents, conference papers, etc., all within the scope of agriculture. Like INIS, specific AGRIS rules and standards have been designed for the overall compatibility and easy working of the system, and these have been drawn up taking some note of existing cataloguing manuals and practices such as AACR1, but taking particular care in relation to the needs of AGRIS users.(59) AGRIS, like INIS, is based on the simple belief that

in a specialized subject field there is the possibility of bringing together and co-ordinating all known subject information in a standard format which is then available universally.

With AGRIS more than with INIS, because of the wider range of agricultural science and its more universal applicability, there have been consequent developments at the national level. There has to be an input centre in each country participating in AGRIS, and this has meant in a number of countries the allocation of resources to upgrade an existing institution so that the agricultural documentation can be provided; or in other countries the creation of a system for collecting national input. Problems have related not only to the establishment of a department or institution or branch within an institute to undertake the input to AGRIS, but also to the fact that the material to be searched can be difficult to identify and acquire. In some instances participation in AGRIS has led to the national library or bibliographic agency maintaining a separate unit within the organization undertaking in depth search of everything that pertains to agriculture; with resulting improvement of bibliographic control of its own serial literature and literature from non-journal sources.

The AGRIS Coordinating Centre, FAO, Via delle Terme di Caracalla, 00100 Rome, Italy, provides information about the AGRIS system and its services, and *Agrindex* which appears in printed form, and the AGRIS magnetic tape. It also operates an extensive training programme for those in the AGRIS input centres and those wishing to use AGRIS products.(60)

5.4 Other numbering systems

In addition to the international numbering systems for books and serials, there are a number of schemes of more limited application, both with regard to the extent of their use and to the special categories of material which they cover. In some specialized institutions or in some particular circumstances such numbering systems can serve as a useful adjunct to national bibliographic control. Patents, technical reports, and sound recordings are all under consideration for the development of international numbering schemes. Other categories of publications, such as maps, and some non-book materials, may include ISBNs because they are produced by book publishers (see 5.1.2). In use internationally are identification numbers originating from some national bibliographic agencies and information services. Such numbers which have international acceptance are Library of Congress card numbers and BNB card numbers (see 3.2.2) and the report numbers used by the US National Technical Information Service (NTIS).

Within a country there are usually a series of national codes, which may be numbering systems or which can use letters or a combination of numbers and letters, addressed at particular services within the library community. Examples are the identification codes for libraries within a country which can be used to identify locations in union catalogues (see 6.1.4). There are advantages when such codes are developed having in mind the wider implications of worldwide exchange of information and possibly of records. For example, the ISO country code, *ISO 3166 Codes for the representation of names of countries*, which allocates two and three letter code to each state and territorial independency,(61) and is widely used in international communications and trade, also has a usefulness in bibliographic records; for example, to designate the country of origin of a record in machine readable data bases; or as an additional country location in union catalogues.

6 Further tools of bibliographic control

As noted in 1, some aspects in the improvement of national bibliographic control can be planned as co-operative ventures of libraries and publishing organizations, librarians and publishers, among groups of libraries, of organizations responsible for the processing of publications and the users of those publications. Promotion of the interaction and co-operation among any of the groups involved with information transfer is likely to assist bibliographic control.

At the same time, it should be recognized that bibliographic control is not a sterile tool undertaken as an end in itself, but is a link in the processes of obtaining information and the publications containing that information. National bibliographic control relates to national availability in just the same way as UBC has its complementary relationship to the other major Unesco/IFLA programme of Universal Availability of Publications (UAP). At the IFLA Worldwide Seminar in Korea in 1976 this indissoluble link between control and acquisitions and use was made very clear in the papers and in the discussions on how Asian publications were obtained and recorded in European libraries and how Western publications were utilized in libraries in Korea and Japan.(62) As already noted in the Foreword, this same interrelationship was apparent in the discussions at the 1982 International Congress on UAP where participants, in seeking to find ways in which national availability could be improved, stressed that the first need was to find out what was available. Many of the tools of bibliographic control serve also as the tools of availability. Two such tools which serve both functions are discussed in detail below: these are union catalogues and national processing centres.

6.1 Union catalogues

6.1.1 The union catalogue defined and described

The objective of a union catalogue is to facilitate access to a number of library collections (which can be in different institutions or in different departments or buildings within one institution) by providing in the bibliographic record for each publication included sufficient information to:

- identify the publication;
- locate the collection in which the publication can be found;
- indicate the range of possibilities of access to the publication (e.g. available for loan, for photocopying, for consultation only);
- describe, for particular categories of material, the extent of what is available for each publication in each collection (e.g. for serials record the holdings of volumes and issues of each serial title in each collection).

The union catalogue can be intended for use within a particular geographical location: for example, branches of one library; or libraries within one city, within one region, one country. At the same time, the union catalogue can be intended for use only among a particular group of library users: for example, the union catalogue can record the collections of a group of university libraries; or industrial libraries; or research libraries.

The content of the union catalogue can also be general or limited, depending upon its intended scope and use: for example, the union catalogue can include only publications within a specific subject area, such as medicine, religion; or limited to publications of one language or a particular script, such as publications in cyrillic; or publications limited to a particular chronological period; or publications of a particular type, such as maps, serials.

The union catalogue can be prepared and produced in various physical forms: for example, as cards; or in a printed publication; as microforms; or as a computerized data file.

The union catalogue is generally used by:

- the reference librarian, searching the entries to obtain information to satisfy a user's request;
- the acquisition librarian, checking the entries in relation to a possible purchase;
- the library manager, considering overall acquisition policy in relation to subject specialization or regional self sufficiency;
- the 'non-librarian' user, who can be a member of the public, a research worker, student, etc.

6.1.2 The union catalogue and resource sharing

The union catalogue is one of the more traditional means by which libraries have established co-operative schemes of interlending and have shared information and resources. In the past, problems have related to their maintenance and updating which, in a manual system, can prove a burden in relation to use. In some countries and in some library systems the possibility of establishing union catalogues in a computerized form, which makes maintenance easier, has meant that such services can now be planned with confidence in their continuing usefulness.

The establishment of a national union catalogue has also been accepted as a co-operative venture by which retrospective national bibliographic control can be advanced. Such a union catalogue can be established as an adjunct to the national collection in the national library (see 1.5), or as part of the process of developing a retrospective national bibliography (see 3.1), with the additional function that the records in the union catalogue describe not just the publications, but also identify the location of copies throughout the country.

One widely accepted project for resource sharing is the establishment of a union catalogue of serials, where there is the immediate prospect of reducing expenses of serial subscriptions at the same time as having access to a much wider range of serial holdings than any one library can usually offer. The IFLA Section on Serial Publications has prepared for Unesco a publication *Guidelines for the compilation of union catalogues of serials* (63) setting out some of the problems in planning and operating such union catalogues. The *Guidelines*, however, include much that is related to the overall problems in establishing and operating all union catalogues, and the summary provided here, which has been based on the *Guidelines*, can be considered in either the wider or narrower context of a national union catalogue or a specialist catalogue limited to recording a particular category of material or for a particular category of user.

6.1.3 Establishing the union catalogue

Any proposal to establish a union catalogue has first to be considered in relation to its intended objectives and to the existing facilities within the library environment.

Facilities may already exist within a country, or among a group of libraries, which are not necessarily incompatible with one another or with the existence of a union catalogue, and include:

- schemes of subject specialization; for example, a co-operative acquisition policy whereby libraries agree to acquire publications in special subject fields on a systematic basis;
- the existence of central loan/photocopy collections within the country;
- the concentration of 'core' collections in certain libraries within a country (this relates particularly to serials where a high proportion of all serials required in interlending are held by a small proportion of large libraries).

The proposal to establish the union catalogue has also to take into consideration a number of specific points:

- the effectiveness and efficiency of existing co-operative resource sharing projects;
- whether the existence of the union catalogue will substantially improve access to publications and make for a more economical use of library resources;
- whether there will be sufficient financial and technical resources to maintain the union catalogue on a long term continuing basis;
- whether there is sufficient understanding and commitment among all the libraries which will be participating.

Once the decision has been made to establish the union catalogue, further policy decisions have to be taken which relate to the management as well as the content of the catalogue:

- scope and objectives need to be clearly defined in relation to possible resources and proposed use; for example, whether comprehensive coverage will be possible within available resources; or whether a basis for selective coverage must be established;
- the possibility of expansion and continued development should be taken into account even in the initial planning: for example, the possibility to change from manual maintenance to a computerized system at a future date;
- the management of the union catalogue: what central editorial organization is to be set up; how staffed; what functions are to be undertaken centrally;
- the legislative framework within which the union catalogue will operate: its administrative and financial structure; its governing bodies; its existence as an independent body able to enter into relationships with other bodies (e.g. printing contracts; purchase of equipment);

- the technical content and processing of the records to be incorporated in the union catalogue: whether the records in the union catalogue will require original cataloguing or whether records derived from other sources can be utilized; what other bibliographic standards are to be used in the compilation of the union catalogue (e.g. filing rules, holding statements, library codes, etc.) (see below).

6.1.4 The bibliographic record in the union catalogue

It should be recognized that original cataloguing (that is, where the contributing libraries make individual entries in accordance with agreed rules for inclusion in the union catalogue) is time consuming both for the participating libraries and for the editorial centre. The entries will require checking for consistency and accuracy in accordance with an agreed set of rules which have first to be determined and then maintained. There are, therefore, considerable advantages in union catalogue development when the group of participating libraries find it possible to make use of existing records for submission to the union catalogue. Some of the possibilities include:

- making use of the records prepared by the national bibliographic agency for the national bibliography (see 3.4), possibly in an abbreviated form;
- making use of the records produced by other reputable cataloguing agencies: for example, other union catalogues; bibliographic data bases; catalogue records of the largest of the participating libraries as the basis for the union catalogue;
- in an automated environment, making use of the records derived from existing data bases and existing soft ware packages.

In the particular context of union catalogues limited to serial publications, the use of the ISDS Register as the basis of records for the union catalogue is both practical and economic. As noted in 5.2.3, there are already in existence some union catalogues which make use of the ISDS Register for this purpose: such applications are likely to increase as the ISDS file grows. Other examples in the specific field of serials are the CONSER project in North America (see Reference 56) and the German Serials Data Base (Zeitschriften-Datenbank) of the Federal Republic of Germany.

It should also be noted that as there is the necessity to establish standard procedures for the union catalogue - for the content of its records and their arrangement - there are advantages when existing international and national standards are used whenever practical: for example, as noted above in the use of existing records made in accordance with accepted cataloguing standards.

The bibliographic record in the union catalogue requires as a minimum sufficient data elements, as noted in 6.1.1, to identify the publication and its location: for example, in some cases for serials the ISSN and key title may prove sufficient. In addition, other elements may be included which will enhance the record and allow it to serve other purposes. These include subject classification; country code; language code.

There is also the requirement to provide the indication of location and holdings in a standard form; that is, to establish a code for the participating libraries and a standard presentation of holdings and availability.

As noted in 5.4, national codes for libraries already exist in some countries, usually relating to both the library's name and its location. There is in any case the requirement to have such a code very clearly expressed to all using the union catalogue, and there are advantages when this can be done as part of a national project in developing a national code.

Some national holding statements for use in union catalogues of serials already exist, and the recently developed British Standard is already serving as the basis for the development of other national codes.(64)

There are also advantages in establishing a code for the various conditions of availability which may be represented in the collections which are recorded in the national union catalogue. It is true that the basis for the creation of the union catalogue is the possibility of lending, but there may be restrictions for particular categories of publications, such as very scarce publications. Examples of such restrictions are: photocopies only; for consultation only; limited photocopy facilities; 'last resort' lending.

It has already been noted that the union catalogue serves both availability and control. It should, however, be emphasised also that the union catalogue is only one of the ways by which publications within a country can be made available, and that library interlending in itself is only one aspect of availability. The research undertaken for the 1982 International Congress on UAP, and the consequent publications, covered the widest possible range of aspects of availability, and included the analysis of several possible models of national availability programmes and also possible national acquisition systems.(65)

6.2 National processing centres

Another means of resource sharing, which depends less on the co-operative action of a group of libraries and more on the operation of a centralized agency, is the establishment of a national processing centre which will provide to all or to some libraries within the country a whole range of library services. Such national processing centres already exist in a number of European countries - in Norway, Sweden, Denmark, Finland, the Netherlands, Belgium and the Federal Republic of Germany - and the services they supply range from those relating to acquisitions of publications to the design and sale of library furniture (these centres have titles such as 'library bureau', 'library centre', 'bibliotekscentralen'). Additional advantages of such a centre in countries where resources of professional and technical manpower are limited are that it can not only provide the technical services relating to acquisitions, cataloguing and processing, but in addition can undertake some research and development projects. In Iran, for example, TEBROC, the Tehran Book Processing Centre, when it was established in 1968 included among its functions the provision of services such as library planning and consultation, bibliographic information, and library research. The last function was considered particularly important as up to that time there had been very few serious studies in Iranian librarianship, and the professional staff at TEBROC were able to undertake a number of projects related to the classification of Iranian history, language, geography and religion; to establishing subject headings in Persian and an authority file for Iranian authors.(66) Indeed, TEBROC has been carrying out many of the functions and providing the services of a national bibliographic agency.

In order to examine in more depth the advantages of such centres in developing countries with limited library resources, the IFLA Round Table of National Centres for Library Services (ROTNAC), with financial support from Unesco, organized a travelling seminar for a group of librarians to visit existing centres in Europe in 1981. The summary given below is based on the report of that seminar.(67)

6.2.1 The national processing centre defined and described

The national processing centre can be established within a country to provide library support services to all libraries or to limited categories: for example, only to public and school libraries.

Among the functions which such a centre can carry out can be included:

- centralized cataloguing of publications produced within the country: that is, acting as the national bibliographic agency (see 3) (the Bibliotekcentralen in Denmark is one centre which produces the national bibliography);
- as a corollary to the above, producing and distributing the related catalogue cards;
- centralized acquisition of publications purchased from outside the country;
- processing of publications and their distribution to libraries;
- bibliographic and indexing services: for example, annotated book lists, bibliographies; indexing of periodicals and newspapers;
- publishing of such booklists and other books about librarianship;
- organization of seminars and exhibitions; for example, book promotion exhibitions in co-operation with publishers; seminars on library use for schools or the general public;
- designing and production of library equipment and furniture: for example, card catalogues; display cabinets;
- training of library staff: particularly for technical support, not necessarily professional staff.

In any country some of the functions noted above will be more relevant and of higher priority than others; this will depend to a large extent on the existence of other library institutions and also of active professional bodies. It is apparent, however, that one of the above functions which will be of particular value in countries where the larger part of library collections is made up of publications imported from outside the country is that of centralized ordering, acquisition, cataloguing and processing: there is the possibility of preventing duplication and streamlining what can be an elaborate and time consuming process of ordering books, obtaining import licences, checking insurance and custom declarations, arranging the transfer of funds out of the country.

In Barbados, for example, it is anticipated that the re-organization of the library system, which has just received governmental approval, will permit through centralized acquisition the purchase of 'a higher volume of library material than the present situation achieves'.(68)

6.2.2 Establishing the national processing centre

The establishment of a national processing centre, from the nature of its functions in relation to the total library system within a country, is likely to require much more official or governmental support than the proposal to establish a union catalogue. There will be the need to undertake a preliminary survey to assess advantages; to make comparisons of the savings by providing services through the centre; to estimate required resources and budget for an initial period of at least three to five years. There are, of course, advantages when the proposal to set up such a centre is included as part of an overall plan for an integrated national library and information system. It is interesting to note, for example, that in Barbados the report of the consultant for a national library and information system which has now been accepted by the Barbadian government (to be known as BLAIN, Barbados Library, Archive and Information Centre Network) include recommendations for the establishment not only of a centralized acquisition and cataloguing unit but also of a technical support unit.

When the proposal to establish a processing centre is separate from or independent of a total plan for library development, then there is the necessity to stress that its operations should start on a small and limited scale, with priorities in accordance with specific library needs.

It is recommended that the national processing centre should be integrated into the national library system and should operate in accordance with the accepted national library practices and standards. It should be considered as an independent institution, established by statutory or other legal means, with its own administrative and financial structure. This will include the right to enter into relationships with other bodies (e.g. printing contracts, purchase of equipment; building of furniture; import licences, etc.) (compare with union catalogue administration, 6.1.3).

The national processing centre should be established with the intention of being self supporting at least after an initial period of development. Its income is likely to come from:

- subventions from governmental sources: for example, as part of a direct grant from the ministry which deals with library matters;
- subscriptions from the libraries which are benefitting from the centre's services (that is, membership fees);
- sales of services, publications, equipment: for example, sale of catalogue cards, furniture, cataloguing services;
- contributions from publishers and other book trade organizations.

6.3 Other areas of activity

As has been emphasised throughout this *Manual*, the improvement of national bibliographic control includes larger and smaller projects, some of which acquire governmental support and action and others which seem more easily undertaken by professional groups, through the co-operation of librarians and publishers. Some of the subsidiary tasks which may engage the interests of librarians include:

- the establishment of national filing rules. In recent years a number of new national filing rules have been developed, notably in the USA and in the UK, and at the international level there has been work under way for a number of years to establish international filing principles and rules: these have now been published by ISO;[69]

- the establishment of national romanization tables for the non-roman scripts in use within the country. Transliteration or romanization is more usually seen as a problem for users outside the country - that is, the non users of the script - but recently, partly because of automation, there has been a greater interest in trying to establish one national system for conversion. This project could be of some importance in countries where there are more than one official language and script or where there is more than one scheme in current use for romanization.(70)

It would seem that, in considering national bibliographic control, as with all aspects of librarianship, one major endeavour should be to interest the librarians within the country, and to involve them through meetings, seminars, workshops and actual research projects.

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Bibliography

1 Reports on the above meetings can be found in issues of *Unesco bulletin for libraries*, *Unisist newsletter* and *International cataloguing*.

Publications resulting from the meetings include:

Symposium on Information Systems: Connections and Compatibility, Varna, 30 September - 3 October 1974 *Information systems: their interconnection and compatibility*. Vienna : International Atomic Energy Agency, 1975

Anuar, H., Beh, Y., Too, L.H, Lan, Q.S. eds. *Conference on Universal Bibliographic Control in Southeast Asia : Papers and proceedings*. Singapore : Library Association of Singapore, 1975

Proceedings of IFLA Worldwide Seminar May 31 - June 5, 1976. Seoul : Korean Library Association, 1976

International Congress on National Bibliographies, organized by Unesco, in collaboration with IFLA, Paris, 10-15 September 1977 *Final report*. Paris : Unesco, 1978 (PGI-77/Conf. 401/Col. 11)

Dierickx, H. and Hopkinson, A. eds. *Towards a common bibliographic exchange format? International Symposium on Bibliographic Exchange Formats, Taormina, Sicily, 27-29 April 1978... Proceedings*. Budapest : OMKDK-Technoinform, 1978

Meeting on National and Regional Bibliography, Suva 3-7 July 1978 *Record of proceedings*. Suva : [The Library, University of the South Pacific], 1979

2 Fifteen members of ASCOBIC contributed lists of their countries' legislative and ministerial bodies, with brief histories and notes on authorities, and the resulting manual was published as:

African legislative and ministerial bodies : list of uniform headings for higher legislative and ministerial bodies in African countries. London : IFLA International Office for UBC, 1980

ASCOBIC members also contributed entries concerning name usage in their countries for inclusion in:

Supplement to Names of persons : national usages for entry in catalogues 3rd edition. London : IFLA International Office for UBC, 1980

3 IFLA International Office for UBC *Guidelines for the national bibliographic agency and the national bibliography*. Paris : Unesco, 1979 (PGI/79/WS/18)

4 UNISIST Working Group on Bibliographic Data Interchange *UNISIST guide to standards for information handling*. Paris : Unesco, 1980

5 IFLA International Office for UBC *Standard practices in the preparation of bibliographic records*. London : IFLA International Office for UBC, 1982 (Occasional Paper no. 9)

6 Lunn, Jean *Guidelines for legal deposit legislation*. Paris : Unesco, 1981 (PGI-81/WS/23)

7 Atherton, Pauline *Handbook for information systems and services*. Paris : Unesco, 1977

8 Beaudiquez, Marcelle *Bibliographical services throughout the world 1970-74.* Paris : Unesco, 1977

Beaudiquez, Marcelle *Bibliographical services throughout the world in 1980.* Supplement to *Unisist newsletter 10(1)(1982)*

9 International Congress on Universal Availability of Publications, Paris, 3-7 May 1982 *Final report.* Paris : Unesco, 1982 (PGI-82/UAP/6)

10 These and other definitions of bibliographic control can be found in: Davinson, Donald *Bibliographic control.* London : Bingley ; Hamden, Conn. : Linnet Books, 1975

11 Kasiske, F.M. *Some aspects of Unesco's role with respect to bibliographic control 1945-1965.* Paris : Unesco, 1967 (COM/MD/2)

12 Intergovernmental Conference on the Planning of National Documentation, Library and Archives Infrastructures, 23-27 September 1975 *Final report.* Paris : Unesco, 1975

13 Anderson, Dorothy *Universal bibliographic control : a long term policy, a plan for action.* Munich : Verlag Dokumentation Saur, 1974

14 A corporate body is defined as:

> 'Any organization or group of persons and/or organizations which is identified by a particular name. This includes named occasional groups and events, such as meetings, conferences, congresses, expeditions, exhibitions, festivals, and fairs.'

15 The definition given above and the other two definitions provided in the text are taken from:
IFLA Working Group on Corporate Headings *Form and structure of corporate headings : recommendations.* London : IFLA International Office for UBC, 1980

16 USSR Cataloguing Committee *List of uniform headings for higher legislative and ministerial bodies in European countries.* 2nd ed. rev. London : IFLA International Office for UBC, 1979

17 Reference 2

18 IFLA International Office for UBC *Names of persons : national usages for entry in catalogues* 3rd ed. London : IFLA International Office for UBC, 1977

Supplement to Names of persons. See Reference 2

These two IFLA manuals which deal with national name usages include a number of entries which have been prepared by a group or a committee within the country after discussion and examination of current name patterns: for example, the entries for Nigeria and Sri Lanka in the 1977 manual and that for the revised entry for Malaysia which appears in the *Supplement*, 1980.

19 Reference 6

20 See Reference 3, Appendix B

21 Maanen, A. van and Willemsen, A.W. "Cataloguing-in-Publication in the Netherlands" (International CIP Meeting, Ottawa, 16-19 August 1982. Background Paper No.8)

See also, "Netherlands : proposal for a national bibliographic centre". *International cataloguing 5(4)6(1976)*

22 Reference 3

23 "BNB card service : a brief history" *The British Library Bibliographic Services Division newsletter* No 27 : November 1982

24 IFLA Working Group on Content Designators *UNIMARC : Universal MARC format* 2nd ed. rev. London : IFLA International Office for UBC, 1980

A progress report on developments in the implementation of UNIMARC among the larger national bibliographic agencies is given in *International cataloguing 11(4)40(1982)*

UNIMARC, like the national MARC formats, is based on ISO 2709 and also makes use of other available ISO standards:

ISO 2709-1981 Format for bibliographic information interchange on magnetic tape

The text of this ISO standard and of other standards available for information transfer can be found in:

ISO Information Centre *Information transfer : handbook on international standards governing information transfer.* Geneva : ISO, 1977
Also 2nd ed. Geneva : ISO, 1982

25 Reports on the meetings of the Ad Hoc Group preparing the Common Communication Format (CCF) can be found in *International cataloguing 8(1)3-4(1979); 8(4)39-40(1979); 9(3)25-26(1980); 10(1)3(1981); 11(3)27(1982).* The CCF has been designed as a format which will bridge the needs and existing practices of the established library community and the abstracting and indexing services and will also serve as a single exchange format for countries developing new automated information systems. It is anticipated that the provisional text of the CCF will be available from Unesco by the end of 1983.

Some interesting accounts of the problems in introducing automated systems in libraries in the Middle East can be found in:

Proceedings of the Symposium on New Technology in Libraries : prospects and problems for libraries in the Gulf States. Dhahran, Saudi Arabia : University of Petroleum and Minerals, 1982

A quote from one of the papers presented at the Symposium held in April 1982 can be considered as a basic message for all contemplating automation:

> 'A change from a manual to an automated system should be exciting! Plan well, remain flexible to change, get enthusiastic about it, but don't underestimate the time it will take and the patience you will need before it is completed. If you can endure to its completion, you will be well rewarded by being able to get information much more quickly and efficiently to the library user, and that ... is every library's primary goal' (McCallister, p.151)

Some of the technical as well as policy aspects of the application of computers in information in developing countries can be found in:

Bennett, John M. and Kalman, Robert E. eds. *Computers in developing nations : a one day international seminar ; proceedings of the IFIP TC-9 International Seminar on Computers in Developing Nations, Melbourne, Australia, 13 October 1980.* Amsterdam : North-Holland Publishing Company, 1981

26 For accounts on the Caribbean experiences, see *Unesco bulletin for libraries 28(6)308-310(1974); 29(3)148-150(1975); 30(3)147-151,161(1976).* Some of the problems in producing the national bibliographies and the regional *Caricom bibliography*, are described by:

Collins, Carol "The production of current national bibliographies in the Commonwealth Caribbean" *International cataloguing 6(2)21-23(1977)*

"CARICOM regional bibliography meeting : report" *International cataloguing 7(3)29(1978)*

A detailed examination of the categories of materials to be included in national bibliographies was undertaken by a group of experts from the Socialist countries and their recommendations were published in an article, "Coverage of documents in current national bibliographies", in *International cataloguing 11(1)4-7(1982)*

27 International Cataloguing-in-Publication Meeting, Ottawa, 16-19 August 1982 *Final report.* IFLA International Office for UBC, 1982 (Mimeographed : limited distribution)

The proceedings of the International CIP Meeting, which will include the text of the *Final report*, the Working Document and the Background Papers, is planned for publication in 1983.

28 A small editorial group is currently examining the requirements for such an international data sheet which will satisfy the requirements of all present CIP operations: it is anticipated that a draft sheet will be available for comment and testing later in 1983.

29 Bankole, Beatrice S. "The environment for establishing a cataloguing-in-publication programme : problems for developing countries." (International CIP Meeting, Ottawa, 16-19 August 1982. Background Paper No.7)

A further recommendation of the International CIP Meeting was addressed at the need to establish guidelines for the establishment of an operational CIP programme: it is planned that the draft of such guidelines will be available later in 1983.

30 Reference 3, Appendix B

31 Reference 5

32 Reference 4

33 A useful discussion of the relationship of parts to the whole bibliographic item and of how to describe an analytical record in an automated system can be found in:

Dierickx, H. and Hopkinson, A. *Reference manual for machine-readable bibliographic descriptions* 2nd rev. ed. Paris : Unesco, 1981 (PGI/81/WS/22)

An IFLA Working Group has been preparing an ISBD (see 4.3.1) for component parts, that is, making a description at the analytic level and relating the part to the whole, the 'host' item: publication of ISBD(CP) is anticipated in 1983.

34 Chaplin, A.H. and Anderson, Dorothy eds. *Report of the International Conference on Cataloguing Principles, Paris, October 1961.* London : IFLA International Office for UBC, 1981 (Reprint of 1963 edition)

Verona, Eva *Statement of Principles adopted at the International Conference on Cataloguing Principles, Paris, October 1961.* Annotated edition with commentary and examples. London : IFLA Committee on Cataloguing, 1971

The two publications cited above can be considered as 'classics' with regard to modern theories and practice of cataloguing: the Statement of Principles agreed at the ICCP is still accepted after more than twenty years as a sound basis for the development of new cataloguing codes for use in an international environment.

35 The second edition of the *Anglo-American cataloguing rules* was published in three separate but identical editions by the American, British and Canadian Library Associations in 1978.

36 Gorman, Michael *The concise AACR2 : being a rewritten and simplified version of Anglo-American cataloguing rules, second edition.* Chicago ; Ottawa ; London : American Library Association, Canadian Library Association, Library Association, 1981

37 *Regeln für die alphabetische Katalogisierung : RAK.* Wiesbaden : Reichert, 1977

Also published in 4 volumes by the Bibliotheksverband der DDR in 1976. A second revised edition is in preparation.

38 Some of the specialist manuals which have been published by the IFLA International Office for UBC are:

IFLA International Office for UBC *Anonymous classics : a list of uniform headings for European literatures.* 1978

IFLA Working Group on Uniform Headings for Liturgical Works *List of uniform headings for liturgical works of the Latin rites of the Catholic Church* 2nd ed. rev. 1981

IFLA International Office for UBC *Names of states : an authority list of language forms for catalogue entries.* 1981

39 Reference 18

40 Perpustakaan Negara Malaysia *Senarai gelaran Melayu = List of Malay titles.* Kuala Lumpur : Perpustakaan Negara Malaysia, 1980

41 Reference 15

42 Reference 38

43 The draft text of *Guidelines for authority and reference entries* prepared by the IFLA Working Group on an International Authority System has been circulated worldwide for examination: it is anticipated that the final text, which will be amended by the Working Group in the light of comments received and thereafter approved by the sponsoring IFLA Sections, will be published by the end of 1983.

Two useful publications to assist in the organization and preparation of authority files in manual (card catalogue) form are:

Baecker, Edith K. and Senghas, Dorothy C. *A little brief authority : a manual for establishing and maintaining a name authority file.* [Boston] : Dedoss Associates, 1978

This includes a brief account of the procedures by which a name authority file was established in the card catalogue of Simmons College Library.

Miller, R. Bruce *Name authority control for card catalogs in the General Libraries.* [Austin] ; University of Texas at Austin, General Libraries, 1981

Although this is mainly concerned with setting out the procedures to meet the needs of one large university library, the policies and procedures are applicable to any large research library introducing AACR2; the first part deals with the cataloguing aspects of authority control, the second part is on the actual making of authority records and references.

44 The English texts of the ISBDs are published by the IFLA International Office for UBC: ISBD(G), (CM), (S), (NBM) in 1977; ISBD(M) in 1978; and ISBD(A) and (PM) in 1980. As well as being incorporated in cataloguing codes, the ISBD texts are also available in some fourteen languages; the translations have usually been undertaken by national cataloguing committees and published by the library associations or in national library journals. A record of such translations is given in:

IFLA International Office for UBC *An annotated bibliography of the ISBD* 2nd ed. rev. London : IFLA International Office for UBC, 1980

Up to date information on new translations is provided in *International cataloguing.*

French translations of (G), (M), (CM), (S), (A), (PM) are available from the Bibliothèque nationale, Paris, and (for North America) from ASTED Inc., 360 rue Le Moyne, Montréal, Canada H2Y 1Y3.

The ISBD texts published in 1977 are currently under review with the objective to publish improved texts by the end of 1984. Such improvements are designed not to change the stipulations in the ISBDs, but to improve their wording and their international applicability; for example, by taking note of some of the problems in relation to non-roman scripts. For the agreed IFLA statement regarding the scope of the ISBD review and also of its progress, see *International cataloguing 9(4)38-39(1980); 10(4)40-41(1981).*

45 As part of the ISBD review, it is planned to incorporate into the new texts an indication of which ISBD elements are essential. This is designed to satisfy the needs of libraries wishing to use only a brief ISBD record; they can then take from the full record appearing in the national bibliography only those elements noted as essential for identification and description.

46 Reference 3, Appendix B

47 See, for example, the article by Joel C. Downing on the classification practices in the national bibliographies of the British Commonwealth which appeared in *International cataloguing 11(3)26-27(1982)*. This account was based on examination of the entries prepared for the new edition of the: *Commonwealth national bibliographies : an annotated directory* to be published by the Commonwealth Secretariat, London, early in 1983.

48 *ISO 2108-1978 International Standard Book Numbering*. Geneva : ISO, 1978

49 *ISBN review*. 1977- ISSN 0342-4634

50 International ISBN Agency *The ISBN system : user's manual*. Berlin : International ISBN Agency, 1978

51 Plaister, Jean "The LASER system" *International cataloguing 2(2)4(1973)*
Aschenborn, H.J. "S.A.UNICAT" *International cataloguing 2(2)5(1973)*

52 The Bookseller's Association *Machine readable codes for the book trade : "Waiting for bookland"* London, The Bookseller's Association, 1979

Blackwell, Julian "Bookwatch : technology invades the bookshops" *New scientist*, 14 May 1981

53 ISDS International Centre *ISDS manual Parts 1 and 2*. Paris : The centre, 1983 (In press)

54 *ISO 3297-1975 International Standard Serial Numbering*. Geneva : ISO, 1975

55 Some of the complexities of current serial recording, and the duplication of serial titles which occurs, are discussed in the article:

Franzmeier, G. "The miraculous multiplication of serial titles" *International cataloguing 11(1)9(1982)*

56 Salomonsen, Annika "NOSP" *International cataloguing 12(1983)*
Some recent articles on ISDS and the use made of its records include:

Szilvásssy, Judith "ISDS: worldwide serials control" *IFLA journal 8(4)371-378(1982)*

Mullis, Albert "The International Standard Serial Number in the organization and retrieval of bibliographic information" *International cataloguing 12(1)(1983)*

An earlier study on ISDS published by Unesco in 1980 is:

Bouffez, Françoise and Grousseaud, Annette *Comparative study on the handling of serials by ISDS centres and national bibliographic agencies.* (PGI/80/WS/13)

To some extent complementing ISDS is CONSER, a co-operative serials cataloguing project, regional in its scope, involving 20 North American libraries including Library of Congress and the National Library of Canada: the objectives of CONSER are to create, maintain and distribute a large machine-readable data base of high quality catalogue records for serials: for an up to date account of how CONSER functions and its problems see

Burns, Barrie A.F. "CONSER (CONversion of SERials) : what it is and how it works" *International cataloguing 12(1983)*

57 Among the papers presented at the 1974 Varna Symposium and the 1978 Taormina Symposium (see Reference 1) are a number describing the operation of specialist information systems and abstracting and indexing services and their automated processing and exchange formats.

58 Among the INIS manuals available from IAEA, Vienna, are:

INIS : Descriptive cataloguing samples

INIS : Manual for indexing

INIS: Thesaurus

59 Among the AGRIS manuals available from the AGRIS Coordinating Centre, FAO, Rome are:

AGRIS : Guidelines for bibliographic description and input sheet preparation

Determination of document type in the AGRIS data base

60 Among the manuals and guidelines produced by AGRIS to assist in the training of personnel at AGRIS centres and AGRIS users are:

Self instructional training for AGRIS input sheet preparation (AGRIS input pack)

Using AGRIS, an audiovisual presentation (AGRIS user pack 1)

Self instructional training for AGRIS users (AGRIS user pack 2)

61 For the text of ISO 3166, see Reference 24

62 Reference 1

63 *Guidelines for the compilation of union catalogues of serials.* Paris : Unesco, 1983 (In press)

64 *BS 5999 : 1980 Specification for serials holdings statements for libraries and documentation centres.* London : British Standards Institution, 1981
A recommendation to develop an international standard for a holdings statement is likely to be presented to ISO/TC46; in preparation the IFLA Section on Serial Publications is undertaking a project to examine existing national holdings statements.

65 The UAP research projects have resulted in the following publications:

Clews, J., Oakeshott, P. and others *Commercial book supply : the availability of book materials through commercial channels, with particular reference to developing countries* (Report submitted to Unesco in December 1981.)

Collins, J. and Finer, R. *National acquisition policies and systems : a comparative study of existing systems and possible models.* Wetherby : IFLA International Office for UAP, 1982

Line, M.B. and others *National interlending systems : a comparative study of existing systems and possible models.* Paris : Unesco, 1980 (PGI/78/WS/24(Rev))

Line, M.B. and others *The international provision and supply of publications.* Paris : Unesco, 1981 (PGI-81/WS/30)

Capital Planning Information *National repository plans and programmes : a comparative study of existing plans and possible models.* Wetherby : IFLA International Office for UAP, 1982

66 Soltani, Poori "The Tehran Book Processing Centre (TEBROC) and its research functions" *International cataloguing 4(1)7-8(1975); 4(2)4-6(1975)*

TEBROC *The name authority list of authors and famous people.* Tehran : TEBROC, 1977

In Persian with some romanized entries: the preface (in English) includes an interesting account of how the decisions on some names and name patterns were established: the rules used in this file were summarized for the Iranian entry in *Names of persons*, see Reference 18.

67 IFLA Round Table of National Centres for Library Services *Report of the travelling seminar for librarians from developing countries 23 August - 12 September 1981.* Typescript

68 National Council on Libraries, Archives and Documentation Centres *Final report.* Barbados : The Council, 1982

See also:

Keren, Carl *A national library and information service system in Barbados : report of a consultancy mission (September 1981).* Ottawa : IDRC, 1982 (IDRC-MR 68e)

69 At present there are various national rules for filing which may be separate but complementary to national cataloguing rules, or which may form part of a cataloguing code (for example, in RAK). Automation has brought a demand for the revision of existing national rules in order to assess computer requirements and to formulate international rules for the exchange of machine-readable records, easing interfiling and record access.

ISO/TC46/SC4/WG3 is currently preparing *ISO/DIS 7154 Bibliographic filing principles* (to be published in 1982).

As an implementation of DIS 7154, an international technical report, *ISO Bibliographic filing rules*, will be published. This will serve as a model for the definition of, or as guidelines for, revision of national bibliographic filing rules.

Articles which have appeared in *International cataloguing* related to filing and ISO's work in establishing principles are:

Coward, R. "Towards an international filing standard: some notes on a proposed methodology". *2(2)3(1973)*

"Principles for filing : resolution of ISO/TC46 SC4 at Helsinki, May 1974". *3(4)4(1974)*

Balling, E. "The new Danish filing rules : reasons for variations from the ISO principles". *3(4)4-5(1974)*

Phillips, C.M. "British Library filing rules". *3(4)6-8(1974)*

Kohl, E. "The new German filing rules". *7(1)7-10(1978)*

Kohl, E. "International standard bibliographic filing principles as a digest of national filing rules". *8(4)41-45(1979)*

70 It is accepted practice in many libraries and information services to convert records for publications in non-roman scripts into the roman script. AGRIS and ISDS both require the romanization of contributed records received from national centres. In automated systems romanization may be required because of existing limitations of character sets and conversion possibilities. In countries using scripts other than roman, the transliteration of roman and other scripts into national scripts will also be necessary: for example, the conversion of Cyrillic into Korean. However, up to now, international efforts have been mainly concerned with romanization. A limited number of international standards for transliteration of non-roman scripts into roman exists, and there is an urgent need for the preparation of international schemes, which would be applicable in automated systems, for many more scripts: see existing international standards provided in *Information transfer*, Reference 24.

A major source of information about published transliteration schemes is:

Wellisch, H.H. *Transcription and transliteration : an annotated bibliography on conversion of scripts.* Silver Spring : Institute of Modern Languages, 1975

In the absence of a comprehensive range of international transliteration standards, decisions on the choice of appropriate schemes are best related to the practice of the national bibliographic agency. Because of the sometimes conflicting requirements of national and internationally accepted schemes, as well as the variations between schemes using diacritical signs and/or digraphs, a recent approach is to work towards the development of two schemes for each script, one international fully convertible and reconvertible, the other national and/or simplified for machine treatment, not fully convertible and reconvertible.

List of acronyms and abbreviations

A & I	Abstracting and Indexing
AACR1	Anglo-American Cataloguing Rules. 1st edition 1967
AACR2	Anglo-American Cataloguing Rules. 2nd edition 1978
AGRIS	Short name for the International Information System for the Agricultural Sciences and Technology
ASCOBIC	African Standing Conference on Bibliographic Control
BLAIN	Barbados Library Archive and Information Centre Network
BNB	British National Bibliography
CCF	Common Communication Format
CIP	Cataloguing-in-Publication
CONSER	CONservation of SERials (North American project)
DDC	Dewey Decimal Classification
FAO	Food and Agriculture Organization of the United Nations
IAEA	International Atomic Energy Agency
ICCP	International Conference on Cataloguing Principles, Paris, 1961
ICSU-AB	International Council of Scientific Unions, Abstracting Board
IDRC	International Development Research Centre, Ottawa
IFLA	International Federation of Library Associations and Institutions
INIS	International Nuclear Information System
ISBD	International Standard Bibliographic Description
ISBD(A)	ISBD for Antiquarian books
ISBD(CM)	ISBD for Cartographic Materials
ISBD(CP)	ISBD for Component Parts
ISBD(G)	General ISBD
ISBD(M)	ISBD for Monographs
ISBD(NBM)	ISBD for Non-Book Materials
ISBD(PM)	ISBD for Printed Music
ISBD(S)	ISBD for Serials
ISBN	International Standard Book Numbering International Standard Book Number
ISDS	International Serials Data System
ISO	Symbols for international standards issued by the International Organization for Standardization, 1 rue de Varembe, CH-1211 Geneva, 20, Switzerland. Also acronym for the organization
ISO/TC46	International Organization for Standardization Technical Committee 46, Documentation
ISSN	International Standard Serial Numbering International Standard Serial Number

LASER	London and South Eastern (Library) Region (UK)
LC	Library of Congress (USA)
MARC	Machine-readable cataloguing
NOSP	Nordisk Samkatalog over periodika (Scandinavian union list of serials)
NTIS	National Technical Information Service (USA)
OAS	Organization of American States
RAK	Regeln für die Alphabetische Katalogisierung
ROTNAC	IFLA Round Table of National Centres for Library Services
TEBROC	Tehran Book Processing Centre
UAP	Universal Availability of Publications
UBC	Universal Bibliographic Control
UDC	Universal Decimal Classification
UN	United Nations
Unesco	Short name for the United Nations Scientific, Educational and Cultural Organization
UNIMARC	Universal MARC Format
Unisist UNISIST	Short name of the Intergovernmental Programme for Co-operation in the Field of Scientific and Technological Information

Appendix A

An international framework for the national bibliographic agency: agreed objectives, functions, basis

Accepted by the International Congress on National Bibliographies, 12-15 September 1977, taking account of the Recommendations of the Congress.

1 Preamble

The concept of UBC - a long-term programme for the development of a worldwide system for the control and exchange of bibliographic information - presupposes the creation of a network made up of component national parts, integrated at the international level to form the UBC system.

In developing UBC it is anticipated that the "component national part" may be the national library, or another institution, receiving in accordance with national deposit stipulations, all types of materials with information content. When the "component national part" is the national library, the functions related to national bibliographic control are undertaken by an organizational unit which acts as the *national bibliographic agency*.

2 Objectives

2.1 The major objectives of the *national bibliographic agency* are to:

- collect and record the national imprint; and
- create the authoritative bibliographic records of the items that make up the national imprint.

2.2 In order to fulfil these objectives, it is essential that national deposit stipulations are constituted which:

- are comprehensive in terminology and wording so as to include existing types of materials with information content and others which may be developed;
- state the objective of legal deposit in relation to the national bibliography and the preparation of national bibliographic records;
- ensure that the deposit of copies is relevant to the requirements of the national library system;
- are specific in recognizing the national library, or other institution, for the receipt of a minimum of two copies of all items of materials deposited;
- include measures for the enforcement of the deposit stipulations.

3 Functions

3.1 The national bibliographic agency has, as its primary function, *the production of the national bibliography*.

3.1.2 In undertaking this function, the agency accepts the responsibility:

- to prepare the authoritative bibliographic records of the items received under national deposit stipulations;
- to produce those records in a national bibliography as printed issues which appear regularly and frequenty, as a minimum quarterly, with annual cumulations;
- to produce the national bibliography in other physical forms (e.g. as catalogue cards, machine-readable records, etc.) as the agency may decide;
- to include in the national bibliography as a minimum records for monographs, first issues and title changes of serials (including official publications);
- to include the authoritative bibliographic records in all the languages and/or scripts of the national imprint in the original languages and/or scripts;
- to include other types of materials and to exclude particular categories of materials (e.g. because of limited size, etc.) as the agency may decide;
- to include in printed issues at least quarterly information describing the contents and the arrangement.

3.1.3 In preparing the authoritative bibliographic records noted above, the agency accepts and implements:

- international bibliographic standards and codes and internationally accepted practices, such as:

  International Standard Bibliographic Description (ISBD)

  International Standard Book Number (ISBN)

  International Standard Serial Number (ISSN);

  and other international standards as developed for the creation and content of the bibliographic record.

3.1.4 In producing the national bibliography, the agency accepts and implements:

- the international standards which are currently available, and such others as may be prepared, for the production as printed issues, as catalogue cards, in machine-readable form, etc.

3.2 The national bibliographic agency, as a corollary to its primary function, undertakes:

- to maintain an authority control system, in accordance with internationally-agreed guidelines, for national names (personal and corporate) and uniform titles;
- to establish authoritative forms of names of its national authors;
- to assist, in co-operation with other national bodies, in the compilation of national rules for determining the entry word for national names.

Appendix A

3.3 The national bibliographic agency, in addition to and in support of its primary function, undertakes other functions which relate to both its international and national role.

3.3.1 Internationally its priority function is:

- to act as the depository and/or exchange centre for the dispatch and receipt of bibliographic records to and from other national bibliographic agencies;

and in undertaking this function, the agency agrees:

- to accept these records as the authoritative bibliographic records of other national imprints; that is, accepts that the records received are made in accordance with internationally accepted standards and practices as stated by the originating agency.

3.3.2 Some of the other functions which the agency may undertake are:

- to maintain the office or collection point for items received under legal deposit stipulations;
- to maintain the national serial centre for the registration of serials in the International Serials Data System (ISDS) in co-operation with the International Serials Centre, Paris;
- to maintain the national unit to allocate International Standard Book Numbers (ISBN) when such a unit is not maintained already by the national publishers' association;
- to operate, in co-operation with national publishers, a national cataloguing-in-publication scheme;
- to act as a national cataloguing co-ordinating agency through the preparation and production of bibliographic records as catalogue cards, machine-readable tapes, etc.;
- to participate in the work of national and international bibliographic organizations concerned with the preparation of bibliographic standards, cataloguing rules, etc.;
- to assist, in co-operation with other national bodies, in the provision of training courses, seminars, etc., in anticipation of the introduction of new cataloguing rules, descriptive practices, etc.

The acceptance of all or some of these additional functions, or of such other functions as may be identified, is the decision of the agency. Such a decision may relate to the provision of adequate resources within the agency.

4 Basis

In order to undertake the functions outlined in paragraph 3 and to perform its national and international roles, it is essential that the national bibliographic agency be:

- established by statutory provisions at governmental level, with its objectives and functions defined;
- assured of the technical and professional resources required for the preparation of the national bibliography in accordance with the stipulations set out in paragraph 3.1; that is, professional staff to prepare the authoritative bibliographic records and the facilities to produce the national bibliography.

Appendix B

Samples of documents and bibliographic records

1 Information supplied to publishers about legal deposit: see 2.4

From National Library of Canada

WHAT IT IS: Since 1953, Canadian publishers have been required by law to deposit at the National Library of Canada copies of their publications that have been released for "public distribution or sale" within a week of their date of publication. Regulations require that a publisher send, at his own expense, two copies of any publication with a retail value of under $50. For a work whose retail value exceeds $50, the publisher need only furnish one copy.

WHAT IT DOES: Legal deposit enables the National Library to collect and preserve books sent to it, thereby providing you with the opportunity to have your publications permanently on file in a national collection. In addition, legal deposit permits the Library to compile and publish the national bibliography *Canadiana*, which lists most of the items received. *Canadiana*, sent regularly to over 4000 Canadian libraries and to hundreds of libraries and other institutions in foreign countries, provides you with a considerable source of publicity.

When a legal deposit is made the National Library requests publishers to complete a "Publication for Listing in *Canadiana*" form. Mailing labels are available upon request. An official receipt for legal deposit is issued by the National Library.

WHAT PUBLICATIONS ARE INVOLVED:

1) Trade publications;
2) Publications of professional and philanthropic associations, learned societies and educational institutions;
3) Reference books;
4) Pamphlets;
5) Paperback editions;
6) Periodicals and serial publications;
7) Publications consisting mainly of music, such as scores and sheet music;
8) Art books, portfolios of prints, and limited editions;
9) Sound recordings with a Canadian connection;
10) Educational kits.

FOR FURTHER INFORMATION:

Canadiana Acquisitions Division and Legal Deposit Office
National Library of Canada
395 Wellington Street
Ottawa, Canada
K1A 0N4
Telephone: (819) 997-9565

Appendix B

2 A national bibliography record supplied as a catalogue card: see 3.2.2

From the British Library BNB Card Service

The ILLUSTRATED history of British railways / foreword by Sir Peter Parker / consultant edftors Geoffrey Freeman Allen and Patrick Whitehouse. - London : Arthur Barker, c1981. - 224p : 111(some col.), maps(some col.),coats of arms(some col.),facsims(some col.),ports ; 25x32cm
Includes index
ISBN 0-213-16811-1 : £12.95

1.Allen, Geoffrey Freeman 2.Whitehouse, Patrick B.
385'.0941 DC18: 385'.0941

(882-02437)

2086 - 2

3 Records from printed national bibliographies:

From *Fiji national bibliography* 1981: covering publications from 1970-1981

372.6591431 F81.163
CHANDRA, Ami.
Hindi ki panchvi pothi / Ami Chandra. - Rev. ed. - Suva : Indian Printing and Publishing Co. Ltd., 1967.

16p. : ill. ; 19cm.

1. Hindi language - Readers.
2. Hindi language - Study and teaching - Fiji Islands.
I. Title.

372.6591431 F81.164
FIJI. Ministry of Education.
Navin Fiji reader : dusra bhag / edited by Shiu Prasad. - Suva : Indian Printing and Publishing Co. Ltd., 1972.

70p. : ill. ; 25cm.

Cover title.

1. Hindi language - Readers.
2. Hindi language - Study and teaching - Fiji Islands.
I. Prasad, Shiu. II. Title.

996. F81.334
TUPOUNIUA, Sione,
The Pacific way : social issues in national development / edited by Sione Tupouniua, Ron Crocombe, Claire Slatter. - Suva : South Pacific Social Sciences Association, 1975.

253p. ; 20cm.

Includes bibliographical references.

1. Oceania - Social life and customs. 2. Oceania - social conditions. I.Crocombe, Ronald Gordon, jt. ed.
II. Slatter, Claire, jt. ed.
III. South Pacific Social Sciences Association. IV.Title.

996.11 F81.339
RABUKAWAQA, Joshua R.
Bau : a brief description of historical features found on the island of Bau / (Joshua R. Rabukawaqa). - (Suva? : s.n.), 1980.

15p. : ill. ; 21cm.

1. Bau Island - History.
I. Title.

NB: No square brackets available on typewriter keyboard

Appendix B

From *Íslensk Hljóðritaskrá : bibliography of Icelandic sound recordings 1979*

42
Wiesler, Manuela
[Samleikur] / Manuela Wiesler, flauta (flute), [og] Julian Dawson Lyell, slagharpa (piano). – [Rv.] : Steinhljóð, [1979]. – Plata : 33⅓ snún./mín., stereó ; 30 sm. – (Íslenzk tónskáld og tónlistarmenn ; [1])
Umsagnir um tónskáld og flytjendur á umslagi
Efni: Divertimento / Jean Francaix. – Intermezzo úr Dimmalimm / Atli Heimir Sveinsson. – Chant du Linos / André Jolivet. – Sonatine / Pierre Boulez. – Calais / Thorkell Sigurbjörnsson
Útgáfunúmer: ROD-1001
Kr. 8866.– [789.912.57

43
Wiesler, Manuela
Sumartónleikar í Skálholtskirkju / Manuela Wiesler, flautuleikari, [og] Helga Ingólfsdóttir, semballeikari. – [Rv. : s.n., 1979.] – Plata : 33⅓ snún./mín., stereó ; 30 sm
Efni: Sónata e-moll : op.1, nr.1 / Georg Friedrich Händel. – Stúlkan og vindurinn / Páll Pampichler Pálsson. – Sumarmál / Leifur Þórarinsson. – Sónata e-moll : BWV 1034 / Johann Sebastian Bach
Útgáfunúmer: STSK-001
Kr. 8866.– [789.912.57

From *Bibliografi negara Malaysia : Malaysian national bibliography* 1978

380
Choo, Beng Aun
Ilmu perdagangan menengah / Choo Beng Aun. — Kuala Lumpur: Penerbit Fajar Bakti.
[Buku] 3. — Ed. guru. — 1978. — v, 180, 182ms.: ill. 25cm. — (Kursus ilmu perdagangan Fajar Bakti)
Mengandungi latihan dan jawapan. — Teks sejajar dalam Bahasa Malaysia dan Inggeris.
ISBN 0-19-580857-6 Kkt: $16.00
(78-307)

380.05
Industries and business in Malaysia / Malverton Simmons Discount Company. — Vol.1, no.1 (Jan. 1978)- . — Kuala Lumpur: Malverton-Simmons Discount Co., 1978- . — Ill.; 27cm
Bi-monthly.
ISSN 0126-6543 = Industries and business in Malaysia: $2.50 per issue: $28.00 annually
(78-835)

380.076
Li, Betsy
Ulangkaji ilmu perdagangan untuk SPM / [oleh] Betsy Li [dan] Tan Sai Kim; diterjemahkan oleh Ahmad Rashidi Mat Piah. — Kuala Lumpur: Penerbit Fajar Bakti, 1978. — vi, 122ms.; 26cm. — (Siri peperiksaan Fajar Bakti)
Terjemahan dari: 'Certificate commerce'. Kuala Lumpur: Oxford University Press, 1977.
— Mengandungi soalan. — Buku kerja untuk Tingkatan 5.
ISBN 0-19-580909-2 Kkt: $3.90
(78-550)

381.062595113
Dewan Perniagaan Cina Pulau Pinang
[Zuàn xǐ jǐ niàn tè kān]
鑽禧紀念特刊/檳州中華總商會 =
Majallah cenderamata Jubli Intan / Dewan Perniagaan Cina Pulau Pinang = Diamond Jubilee souvenir magazine / Penang Chinese Chamber of Commerce. — Pulau Pinang: Penang Chinese Chamber of Commerce, 1978. — 476, 162頁 : 插圖 (部有彩色插圖); 27公分
免費贈(只限會員)
(78-939)

Appendix B

From *The national bibliography of Nigeria* 1976

[illegible]
[illegible], Felicia Adetowun
The record of civilization : an inaugural lecture delivered at the University of Ibadan on Wednesday 23rd April, 1975 / by Professor F. Adetowun Ogunsheye. - Ibadan : Ibadan University Press, 1975. - 39. : ill. ; 22cm. - (Inaugural lecture, 1975/76)

Includes bibliographical references.

ISBN 978 1210125 Paperback : unpriced

1. Writing - History - Addresses, essays, lectures. 2. Civilization - History - Addresses, essays, lectures. 3. Libraries - History - Addresses, essays, lectures. 4. Printing - History - Addresses, essays, lectures 5. Communication - History - Addresses, essays, lectures. 6. Documentation - History - Addresses, essays, lectures. I. University of Ibadan inaugural lecture, 1975/76. II. Title.

[Z 40.A3035] LD.76-399

027.5669
Nigerbiblios : house journal of the National Library of Nigeria. - Lagos : National Library of Nigeria, January, 1976 (vol. 1, no. 1) - . - 29cm.

Quarterly

ISSN 0331-0000 : Gratis

1. National Library of Nigeria - Periodicals. 2. Libraries, National - Nigeria - Periodicals. 3. Libraries - Nigeria - Periodicals.

[Z 675.N5 1976] LD.76-210

301.11
OKOYE, Mokwugo
Sketches in the sun / Mokwugo Okoye. - Enugu : Nwamife Publisher Limited, 1975. - xiii, 140p. ; 19cm.

ISBN 978-124-024-5 Paperback : unpriced

1. Nigeria - Social life and customs. I. Title.

[HM 51.N685041] LD.75-807

From *Papua New Guinea national bibliography* 1981

631.58

Macewan, J. M.
Subsistence agriculture / J.M. Macewan. -- [Port Moresby] : Dept. of Primary Industry, Papua New Guinea, [1979]
56 p. : ill. ; 29 cm. -- (Agriculture in the economy : a series of review papers)

Cover title.
ISBN 0-7247-0559-7 ; Limited distribution

1. Underdeveloped areas - Agriculture. 2. Agriculture - Papua New Guinea. 3. Agriculture - Economic aspects - Papua New Guinea. I. Papua New Guinea. Dept. of Primary Industry. II. Title. III. Series.

363.137

Griffen, Vanessa
Lukautim pikinini = Marakidia umui naridia / text and photos by Vanessa Griffen. -- Konedobu, [Port Moresby] : International Year of the Child Commission in association with Family Health Section, Dept. of Health, Papua New Guinea, 1980.
25 p. : ill. ; 29 cm.

Adapted from: Child safety / South Pacific Commission. Noumea : S.P.C., 1977.
Text in English, Neo-Melanesian pidgin and Hiri Motu.
Limited distribution

1. Home accidents - Papua New Guinea - Prevention. 2. Home accidents - Prevention. I. Papua New Guinea. International Year of the Child Commission. II. Title: Marakidia umui naridia. III. Title. IV. Papua New Guinea. Family Health Section. V. Title: Child safety.

Appendix B

From *Singapore national bibliography* 1980

371.3

TEACHING & learning / Institute of Education, Singapore. — Vol. 1, no. 1 (Aug. 1980)- . — Singapore : The Institute, 1980- . — v. ; 23 cm.
Semi-annual.
ISSN 0129-7112 = Teaching & learning (Singapore) : $2.00
1.Institute of Education
80-1565

370.114

A FOOTBALL = 一粒足球. — Singapore : Straits Publishers, [1980]. — 32 p. : ill. ; 13 x 19 cm.
Cover title.
In English and Chinese.
ISBN 9971-60-018-8 : $1.20
81-2154

370.114

SELECTED writings on moral education : the hardworking tradition / edited by Wong Shu Min, Wu Teh Yao, Wong Yoon Wah = 道德教育文选：勤劳篇／编选，王叔岷，吴德耀，王润华. . — Singapore : Educational Publications Bureau, 1979. — 83 p. ; 21 cm. — (Moral education supplementary readers = 道德教育辅助读物).
Essays and stories from Chinese history and literature, with English translation.
Parallel text in English and Chinese.
ISBN 9971-0-0032-6 : $3.00
1.Wang, Shu Min
2 王叔岷. 道德教育文选
3.Chinese title
4.Ser
5.Chinese ser
80-399

959.82

MULDER, Jan Anton Niels
Mysticism & everyday life in contemporary Java : cultural persistence and change / Niels Mulder. — 2nd ed. — Singapore : Singapore University Press, 1980. — xix, 150 p. ; 22 cm.
"Issued under the auspices of the Institute of Southeast Asian Studies".
Previous ed.: 1978.
Bibliography: p. 129-137.
ISBN 9971-69-001-2 : $12.00
Primary classification 301.21

From *The CARICOM bibliography* 1981: additional sequence of entries for non-book material

PARTICK Ford vs Alcala [motion picture] / producer, M. Blenman. - [Georgetown] : Ministry of Information [distributor], 1978. - 1 reel (30 min.) : sd. ; 35mm.
Title from script
Narrator : Peds Perreira
Optical sound track
Summary : Guyana's promising featherweight faces his first major opponent

SPECIAL Congress [motion picture] / producer, Louis Kilkenny. - [Georgetown] : Ministry of Information [distributor], 1980. - 1 reel (30 min.) : sd., col. ; 35mm.
Title from script
Narrator : Prince Mason
Sponsor : People's National Congress
Optical sound track
Summary : Documentary on a Special Congress called the People's National Congress to finalise party plans for General Elections

TIME for metrics [motion picture] / director, Audrey Lowe ; producer, Louis Kilkenny. - [Georgetown] : Ministry of Information [distributor], 1980. - 1 reel (12 min.) : sd., b & w ; 35mm.
Title from script
Narrator : Beverly Ann Roberts
Optical sound track
Summary : An introduction to metrication for the Guyanese public

4 Information supplied to publishers about CIP : see 3.5.2

From National Library of Canada

WHAT IT IS: CIP (Cataloguing in Publication) is a voluntary program of cooperation between libraries and publishers, coordinated by the National Library of Canada, that allows the cataloguing of Canadian books prior to publication.

WHAT IT DOES: The CIP program helps publishers to promote the sale of new titles by providing booksellers and libraries with the advance information they need to select and purchase new books. The information is published in *Quill & Quire's* "Forthcoming Books" supplement, in *Canadiana*, in *Canadiana* (Microfiche), and in *Canadian Books in Print*, ensuring maximum exposure of new titles. In addition, this information is distributed in Canada, Australia, and the United States on computer-readable MARC tapes well in advance of publication.

HOW IT WORKS: An agent library in your region catalogues the books using copies of front matter, promotional material, and galleys that you have provided along with a completed CIP information form [Form NL-281 (11-75)]. Within five to six days after it receives the required information, the agent library will mail the CIP data to you for printing unaltered on the verso of the publication's title page.

At present, the CIP program includes monographs commercially published in Canada, some federal government publications and monograph publications of participating provincial governments.

FOR FURTHER INFORMATION: Contact the CIP agent library in your area.

CE DONT IL S'AGIT: Le CIP (Catalogage avant publication) est un programme de collaboration volontaire entre bibliothèques et maisons d'édition, coordonné par la Bibliothèque nationale du Canada, qui permet aux livres canadiens d'être catalogués avant leur publication.

AVANTAGES: Le CIP aide les éditeurs à promouvoir la vente de nouveaux livres en fournissant aux bibliothécaires et aux libraires avant la parution des ouvrages les informations qui leur permettront de choisir et de commander les nouvelles publications. Pour assurer la plus grande diffusion possible des renseignements sur les nouveaux livres, les données du CIP sont publiées dans "Forthcoming Books", supplément du périodique *Quill & Quire*, ainsi que dans *Canadiana*, *Canadiana* (Microfiche), et *Canadian Books in Print*. De plus, ces renseignements sont distribués au Canada, en Australie et aux États-Unis sur des bandes MARC lisibles par machine bien avant la publication des ouvrages.

MODE DE FONCTIONNEMENT: Dans chacune des régions, les bibliothèques désignées cataloguent les livres à l'aide de documents fournis par les éditeurs, pages liminaires, matériel publicitaire ou épreuves en placards, et de la formule intitulée "Catalogage avant publication — formulaire de renseignements catalographiques" [formule NL-281 (11-75)], dûment remplie. Environ cinq ou six jours après avoir reçu la documentation pertinente, la bibliothèque désignée transmet les données catalographiques à l'éditeur pour qu'il puisse les imprimer au verso de la page de titre du livre.

À l'heure actuelle, le programme du CIP s'applique aux monographies commerciales publiées au Canada, ainsi qu'à certaines publications du gouvernement fédéral et des gouvernements provinciaux qui participent au programme.

RENSEIGNEMENTS SUPPLÉMENTAIRES: S'adresser à la bibliothèque désignée de la région à laquelle on appartient.

Appendix B

5 Sample of an entry from the *Supplement to Names of persons : national usages for entry in catalogues Third edition* 1980 : see 4.2.1

CI

Languages: 1. Français — CÔTE D'IVOIRE

French — IVORY COAST

This entry covers Akan, Krou and Mandé usage, the three largest ethnic groups in the Ivory Coast.

NAME ELEMENTS

Elements normally forming part of name

Element	*Type*	*Examples*
1. Patronymic	simple	Tchetche Assouan Amoikon
2. Particle	indicating relationship	*bi* (son of) *lou* (daughter of)
	indicating circumstances relating to birth	*kan* (second) *n', n'da* (one of twins)
3. Traditional forename often derived from day of birth	simple – masculine	Koffi (Friday) Kouame (Saturday) Kassi/Kouassi (Sunday) Kadio/Kouadio (Monday)
	– feminine	Akassi (Sunday) Yaba/Aya (Thursday)
4. Forename of Christian or Islamic origin	simple – masculine	Amadou Jean Michel Edmond
	– feminine	Jeanne Henriette
	compound – masculine	Jean-Marie Simon-Pierre

Names may be combined in various ways:

1. Patronymic + traditional forename	Assouan Akassiba
2. Patronymic + traditional forename + Christian forename	Kouadio Kouadio Pierre
3. Patronymic + Islamic forename + Christian forename	Kone Amadou Jean
4. Particle indicating circumstances relating to birth + patronymic + traditional forename	N'da Amoikon Aka
5. Patronymic + particle indicating relationship + traditional forename	Semi bi Zan Irie bi Toh

Additional elements to names

Element	*Use*	*Examples*
1. Honorific suffix	after a patronymic	Assemian Dihye (Assemian the King)

Appendix B

CI

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	*Entry of element*	*Examples*
1. All	patronymic	ASSOUAN, Akassiba KOUADIO, Kouadio Pierre KONE, Amadou Jean AMOIKON, Aka N'da SEMI BI ZAN IRIE BI TOH BOA KOUASSI, Kan

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Sources and recommended references

Le patronyme des auteurs ivoiriens / Seydou Guèye. – (Unpublished paper)

Les noms des écrivains d'Afrique noire : essai de catalographie / Jean Fontvieille. – Dakar : Université de Dakar, 1969. – 65p

Bibliographie de la Côte d'Ivoire. – Abidjan : Bibliothèque nationale, 1969–

Checked and approved by: Seydou Guèye, Directeur, Bibliothèque nationale, Abidjan, 25 July 1980

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6 Examples of qualifiers (identifying characteristics added in order to distinguish names of corporate bodies which would otherwise be identical) : see 4.2.2

From *Form and structure of corporate headings*

Scientific Society of San Antonio (1892–1894)
Scientific Society of San Antonio (1904–)
Church of God (Adventist)
Church of God (Apostolic)

Napoli (Italia)
Napoli (Italia ; Provincia)
Darmstadt (Hessen)
Darmstadt (Hessen ; Landkreis)
Darmstadt (Hessen ; Regierungsbezirk)

Neustadt (Aisch, Bayern)
Neustadt (Coburg, Bayern)
Neustadt (Donau, Bayern)
Neustadt (Main, Bayern)

Appendix B

7 Sample of an entry from *African legislative and ministerial bodies* 1980

TZ

TANZANIA **TANZANIA**

Jamhuri ya Muungano wa Tanzania **United Republic of Tanzania**

I
National Assembly
• 1964

II
President (Office of the President) = Raisi (Ofisi ya Raisi)
• 1962 : *took some functions from* Prime Minister's Office

Prime Minister (Office of the Prime Minister) = Waziri Mkuu (Ofisi ya Waziri Mkuu)
• 1962 : *some functions were transferred to* Office of the President

Civil Service Commission
• 1964

Exchequer and Audit Department
• 1964

Local Government Service Commission

Ministry of Agriculture = Wizara ya Kilimo
: Ministry of Agriculture, Food and Cooperatives ⁋
– 1969 : *took some functions from* Ministry of Agriculture and Cooperatives ⁋
– 1963 : Ministry of Agriculture, Forests and Wildlife ⁋
1959–60 : Ministry of Natural Resources ⁋

Ministry of Capital Development = Wizara ya Ustawishaji Makao Makuu
• 1973 : *Ministry formed to deal with the transfer of the capital of the country from Dar es Salaam to Dodoma*

Ministry of Communication and Transport = Wizara ya Mawasiliano na Uchukuzi
– 1975 : Ministry of Communication and Works ⁋
– 1963 : Ministry of Communication, Power and Works ⁋
– 1960 : Ministry of Local Government and Works ⁋

Ministry of Defence and National Service = Wizara ya Ulinzi na Jeshi la Kujenga Taifa
• 1972 : Divisions of National Service + Tanzania Peoples Defence Forces

Ministry of Finance and Planning = Wizara ya Fedha na Mipango
1977 : + Ministry of Economic Affairs and Development Planning ⁋

Ministry of Foreign Affairs = Wizara ya Mambo ya Nchi Za Nje
– 1966 : Ministry of External Affairs ⁋
• 1963 : *had formed part of* President's Office
• 1963 : *formed part of* Prime Minister's Office

Ministry of Health = Wizara ya Afya
– 1972 : Ministry of Health and Social Welfare ⁋
– 1969 : Ministry of Health and Housing ⁋
– 1963 : Ministry of Health and Labour ⁋

Ministry of Home Affairs = Wizara ya Mambo ya Ndani ya Nchi
1959–60 : Ministry of Security and Immigration ⁋

Ministry of Industries = Wizara ya Viwanda
– 1972 : Ministry of Commerce and Industries ⁋
– 1962 : Ministry of Industries, Mineral Resources and Power ⁋

Ministry of Information and Broadcasting = Wizara ya Habari na Utangazaji
• 1964 : *formed part of* Prime Minister's Office
– 1963 : *took some functions from* Ministry of Education and Information Services ⁋

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Ministry of Justice = Wizara ya Sheria
1976 : *known at different times as* Judiciary *and* Ministry of Legal Affairs
• 1964 : *formed part of* Second Vice-President's Office

Ministry of Labour and Social Welfare = Wizara ya Kazi na Usitawi wa Jamii
• 1972 : *took some functions from* Ministry of Communication, Transport and Labour ⁋
– 1966 : Ministry of Communication and Labour ⁋

Ministry of Lands, Housing and Urban Development = Wizara ya Ardhi, Nyumba na Maendeleo ya Miji
– 1969 : Ministry of Lands, Settlement and Water Development ⁋
– 1963 : Ministry of Lands, Wildlife and Forests ⁋

Ministry of Manpower Development = Wizara ya Maendeleo ya Wafanyakazi
• 1977 : *formerly a department in* Ministry of Economic Affairs *and* Civil Service Commission

Ministry of National Culture and Youth = Wizara ya Utamaduni wa Taifa na Vijana
• 1974 : *took some functions from* Ministry of Education
– 1966 : Ministry of Community Development and Culture ⁋

Ministry of National Education = Wizara ya Elimu ya Taifa
– 1969 : *took some functions from* Ministry of Education and Information Services ⁋
– 1962 : Ministry of Education
– 1960 : Ministry of Education and Labour ⁋

Ministry of Natural Resources and Tourism = Wizara ya Maliasili na Utalii
– 1969 : *took some functions from* Ministry of Agriculture and Cooperatives ⁋

Ministry of Trade = Wizara ya Biashara
– 1970 : Ministry of Commerce ⁋
– 1966 : Ministry of Commerce and Cooperatives ⁋

Ministry of Water, Energy and Minerals = Wizara ya Maji, Nguvu za Umeme na Madini
– 1976 : Ministry of Water Development and Power ⁋
– 1970 : *took some functions from* Ministry of Lands, Housing and Urban Development

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Kiswahili is the national language of Tanzania; English and Kiswahili are both official languages. The evolution in the official use of Kiswahili can be traced thus:

1962 The President of Tanzania first addressed Parliament in Kiswahili;
1967 Founding date of the National Swahili Council, its major objective to promote Kiswahili as a national language;
1967 Kiswahili made a medium of instruction in all primary school subjects except English;
1974 The Prime Minister issued directive no. 26 urging that all correspondence between national bodies be conducted, where possible, in Kiswahili.

National Central Library, Dar es Salaam, internal records

Checked and approved by: Tanzania Library Service
(Director of Library Services: E. E. Kaungamno), 23 July 1979 and 4 December 1979

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8 Form sent to new authors requesting information about identity, full names, etc.

From the British Library, Bibliographic Services Division

In providing an authoritative record of new British books deposited at the British Library, THE BRITISH NATIONAL BIBLIOGRAPHY frequently requires the full forenames or real identity of any author, editor, translator, or other person who has assisted in the production of a book. This information is essential so that works may be correctly ascribed to persons responsible for them.

It would be useful, therefore, if you would supply THE BRITISH NATIONAL BIBLIOGRAPHY with your forenames in full, or your real identity if you use a pseudonym.

It is sometimes necessary also to distinguish between persons with identical names and it is convenient to use the date of birth for this purpose. If you would care to supply this information now, it will be kept in our files in case it should become necessary to make use of it.

It is necessary in a national bibliography to make reference from a person's real name, if he is using a pseudonym, but if you prefer it, any information which you supply will, upon your direction, be treated as confidential and remain in our files until you may wish to release it.

Please give the necessary information in connection with the following work(s).

ISBN _____

Surname: _____ Date of Birth: _____

Forenames in FULL: _____

Pseudonym: _____

Signed _____

I do/do not* object to my real name being published in the British National Bibliography. *Delete if desired.

9 Samples of authority file entries

From the draft *Guidelines for authority and reference entries*

Pittsburgh Research Center.
<Pittsburgh (Pa.). Pittsburgh Research Center
<Pittsburgh (Pa.). Research Center
<United States. Bureau of Mines. Pittsburgh Research Center
<<Pittsburgh Mining and Safety Research Center

Found: Its Practical ignition problems related to intrinsic safety, 1980: t.p. (Pittsburgh Research Center, Pittsburgh, Pa.) caption t.p. (U.S. Department of Interior, Bureau of Mines, Pittsburgh Research Center, Pittsburgh, Pa.)

Phone call to Bureau of Mines publications office, 1/23/80 (The name of the Pittsburgh Mining and Safety Research Center was changed to Pittsburgh Research Center in 1977)

Library of Congress ; AACR2 , 1981-04-09

Borg, Inga, [1925-]
Married 1946-56 to Ulf Grubbström. First wrote as Inga Grubbström, later as Inga Borg-Grubbström and Inga Borg.

<<Borg-Grubbström, Inga, [1925-]
<<Grubbström, Inga [1925-]

Vem ar det.

Kungl. biblioteket ; SKR 74, 1980-09-01

From *Cabeçalhos uniformes de nomes* 1971-1978 produced by Câmara Brasileira do Livro, São Paulo

Andrade, Maria Amélia Braga de.
x Braga de Andrade, Maria Amélia

Andrade, Mário de, 1893-1945.
x Andrade, Mário Raul de Morais
x Marques, Luís Antônio
x Pinho, Luís
x Sobral, Mário

Andrade, Neizi de Castro.
x Castro Andrade, Neizi de

Andrade, Olímpio de Sousa, 1914-
x Sousa Andrade, Olímpio de

Andrade, Oswald de, 1890-1954.
x Andrade, José Oswald de Sousa
x Andrade, Osvald de

Andrade, Taís de Lourdes Correia de, 1935-
x Correia de Andrade, Taís de Lourdes

Andrade, Tales de, 1890-
x Andrade, Tales Castanho de

Andrade Filho, Oswald de, 1914-1972.
x Andrade, José Oswald Antônio de (filho)
x Andrade, Oswald de (filho)
x Andrade Filho, Osvald de

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Ribeiro, Aor, 1929-
x Ribeiro, Aor Seixas

Ribeiro, Aquilino, 1885-1963.

Ribeiro, Augusto Barbosa de Carvalho, 1920-
x Barbosa de Carvalho Ribeiro, Augusto
x Carvalho Ribeiro, Augusto Barbosa de

Ribeiro, Boanerges, 1919-

Ribeiro, Décio Gonçalves.
x Gonçalves Ribeiro, Décio
x Guimarães, Décio Gonçalves Ribeiro
x Ribeiro, Gonçalves

Ribeiro, Guaraci.

Ribeiro, Jannert Moutinho, 1920-1977.
x Moutinho Ribeiro, Jannart

Ribeiro, José Antônio Pereira, 1927-
x Pereira Ribeiro, José Antonio
x Ribeiro, Jose A. Pereira

Ribeiro, José Quirino, 1907-

Ribeiro, Maria Luísa Santos, 1945-
x Santos Ribeiro, Maria Luisa

From *Cabeçalhos uniformes para entidades coletivas* produced by Associação Paulista de Bibliotecários, São Paulo, 1979

47 Centro Estadual de Abastecimento (São Paulo)
x CEASA(SP)

A partir de 1969 funde-se com a Companhia de Armazéns Gerais do Estado de São Paulo, formando a Companhia de Entrepostos e Armazéns Gerais de São Paulo. Publicações destes órgãos tem entrada pelo nome da entidade na época da publicação. Ver também: Companhia de Entrepostos e Armazéns Gerais de São Paulo.

48 Centro Estadual de Educação Tecnológica Paula Souza (São Paulo)
x Universidade Estadual Paulista Júlio de Mesquita Filho. Centro Estadual de Educação Tecnológica Paula Souza

49 Centro de Estudos e Pesquisas de Administração Municipal (São Paulo)
x CEPAM(SP)
x São Paulo (Estado) Centro de Estudos e Pesquisas de Administração Municipal
x Sao Paulo (Estado) Secretaria do Interior. Centro de Estudos e Pesquisas de Administração Municipal

Criado em 1967 (D49092/21dez.) Em 1975 (L902/16dez.) passa a denominar-se Fundação CEPAM - Centro de Estudos e Pesquisas de Administração Municipal. Publicações destes órgãos tem entrada pelo nome da entidade na época da publicação. Ver também: Fundação CEPAM (São Paulo)

50 Centro Intraunidade de Zootecnia e Indústrias Pecuárias Fernando Costa (Pirassununga)
x Centro de Zootecnia e Indústrias Pecuárias Fernando Costa (Pirassununga)
x CIZIP/USP
x Universidade de São Paulo. Centro Intraunidade de Zootecnia e Indústrias Pecuárias Fernando Costa (Pirassununga)
x Universidade de São Paulo. Faculdade de Medicina Veterinária e Zootecnia. Centro Intraunidade de Zootecnia e Indústrias Pecuárias Fernando Costa

10 Sample of extended classified schedules included in the national bibliography : see 4.4

From *Bibliografi Negara Malaysia* 1978

Dewey Decimal Classification Edition 18

Schedules: History

Perluasan bagi Malaysia (Expansion for Malaysia)

959.5 *Malaysia

.503 Early and modern history to 1945

.5031 Early history to 1800

.5032 Modern history, 1800-1946

.504 Middle 20th century, 1946-1963

.505 Federation, 1963-
Class separation of Singapore, 1965 in 595.57

.5051 Prime Ministership of Tunku Abdul Rahman Putra, 1963-1970
Including Indonesian confrontation

.5052 Prime Ministership of Tun Abdul Razak Hussein, 1971-1976

.5053 Prime Ministership of Datúk Hussein Onn, 1976-

959.51 *Malaya
Class History of Singapore in 959.57

.5102 Early period to 1511-1786
Including Malacca Sultanate

.5103 Malay States and foreign powers, 1511-1867
Including Siamese influence

.51031 Early period, 1511-1786

.51032 Later period, 1786-1867

.5104 Malay States and Britain, 1867-1942
Including Straits Settlements, Federated Malay States, Unfederated Malay States

.5105 Japanese occupation, 1942-1945

.5106 British rule, 1945-1957
Class here Malayan Union; 1946; Emergency, 1948-1960

.5107 Federation of Malaya, 1957-1963

.5108 Federation of Malaysia, 1963-

959.521 *Sabah

959.522 *Sarawak

959.55 *Brunei protectorate

959.57 *Singapore
Including separation of Singapore, 1965

*Add as instructed under 930-990